

August 22, 2017

52-17 Approval of the Agenda

53-17 Approval of the Minutes of the June 27, 2017 Board Meeting

Accept the hire of Alyssa Plontz as an Early Intervention Service Coordinator (P/T)

Accept the hire of Kelsey Garmon as a Long Term Substitute Intervention Specialist

Accept the hire of Tabitha Casey as a Long Term Substitute Intervention Specialist

Accept the hire of Lisa Ricker as an Intervention Specialist

Accept the hire of Dana Shardy as an Intervention Specialist

Accept the transfer of Jennifer Frail from a Service and Support Associate Supervisor –
Employment Navigation to Accounting/Technology Support

Accept the layoff of Zack Newfer as Employment Specialist – Youth

Accept the retirement of Barbara Prince as an Educational Aide

Accept the resignation of David Howard as an Intervention Specialist

Accept the resignation of Jillian Wagner as an Intervention Specialist

Accept the retirement of Mamie Van Dyke as a Transition Carry-over Educational Aide /
Custodial Worker

Accept the following Inspection Reports:

Bell Security Systems, LLC

Concurrence with the transfers for June and July 2017

54-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate
Family Member of Eligible Individual

55-17 Review of Ethics Checklist for Employee – Dean McCombs

56-17 Review of Ethics Checklist for Employee – Sabrina Wilkerson

57-17 Approval of the following Policy Actions

Amend Policy:

Policy 1.13 Table of Organization

Policy 5.2.9 Medical Examinations

Policy 5.2.12 Equal Employment Opportunity

Policy 5.2.16 Beginning Rates of Compensation

Policy 5.2.21 Executive, Management and Non-Union Compensation

Adopt Policy:

Policy 5.12 Dress Code & Decorum

Abolish Policy:

Policy 5.2.7 Selection Process

58-17 Approve Job Description Addition, Modification and Abolishment of the following:

Modification of the Intervention Specialist (Substitute)

Modification of the Education Aide (Substitute)

Creation of the Educational Aide – One on One

Abolishment of the Assistant Maintenance Foreman

Abolishment of the Employment Specialist – Youth

Abolishment of the Central Intake and Child Find Coordinator

Abolishment of one Transition Carry Over – School/Custodial

59-17 Approve Funding for Staff Appreciation, In-service and United Way Incentive

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
August 22, 2017

5:30 p.m. Regular Board Meeting
2500 Ada Rd, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, August 22, 2017 in the administration board room. President Garlock called the meeting to order at 5:30 p.m. with the following roll call response:

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

The vision was read by Michelle Bardo. Michelle serves as an Early Intervention Service Coordinator and has worked here since 2006. Michelle works with families to coordinate services for their children. She currently has 75 children on her caseload. In the first 45 days of working with them, she has contact at least 2 to 3 times. After that it is at least every 6 months. The therapists that Michelle works with (OT, PT, Speech, etc.), will see the children in between Michelle's visits.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Job Description for Substitute Educational Aide	Superintendent Schnipke
Ethics form for Sabrina Wilkerson	Superintendent Schnipke

RESOLUTION 52-17:

Mr. Fleming moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Garlock, yes

IV. Correspondence

Included in your correspondence is a copy of a news article about Marimor School being recognized as a Bronze-level Breakfast All-Star. There is a 'Thank You' note and picture that was sent to us from the Ohio Department of Developmental Disabilities for our coordination of the DODD Field Trip in May 2017. Lastly, included there is an article and two pictures from our Little Free Library project for OACB 'Always There' Campaign to celebrate Boards of DD giving back to their communities during our 50th year celebration.

V. Hearing of the Public

VI. Staff Report

Theresa and Jana gave an update on the Provider Partnership Quality Project that we are participating in at this time with two of our waiver providers. This project is being coordinated by Nancy Neely of the Ohio Associations of County Boards (OACB). As part of this pilot, our group has agreed on the following initiatives to hopefully recruit and retain a stable capable work force.

In July of 2017, the Board began offering "Learning Lunches" for the Direct Service Providers (DSPs). This is an hour long session that features a different topic each month. The focus is to mentor and foster personal growth. A few of the SSAs attend the lunches each month to foster relationship building at the DSP level and to show support to staff. The County Board hosts and pays for the meals.

For seven weeks this summer, the Board offered the services of one of our Behavior Support Specialists (BSS), to the Provider Community for approximately ten hours per week. The "Success Coach" visited homes and day program sites where individuals and/or staff are struggling. She observed, listened, mentored and provided feedback and reports to the team for consideration. Six different providers utilized this support and reported this was valuable and successful.

Some future considerations include a Behavior Support Pilot Project – should the Board invest in this or similar support to the Provider Community? Continuation of the Learning Lunches – how do we maintain or increase participation? How to measure the success? A final consideration is handling recruitment and hiring issues. Do we meet with Ohio Means Jobs for workforce development? Does the Board pay for pre-employment testing? What would we require of the provider for us to do this for them? Would we pay for subscription fees to OPRA's new DSP website for our providers?

Mr. Garlock questioned why the Board would pick up the hiring costs for the providers. Superintendent Schnipke explained that providers have high hiring costs due to high turnover. If the Board paid some of the recruiting costs, the providers could potentially offer higher pay to the DSPs to help retain staff. Mrs. Lehman stated that MUI's have increased to more than three times that amount of prior years. The increase in MUI's increases costs for the Board. Mr. McPheron asked what commitment would the Board get from the providers if the Board agreed to do this. Currently there is no guarantee that the providers would spend the savings on increased wages for staff. No

decisions have been made. Theresa and Jana will continue to work with the providers on achieving our goal to create a more capable, quality and stable workforce.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 53-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on June 27, 2017 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
 1. New Hires
 - a. Alyssa Plontz was hired as an Early Intervention Service Coordinator (P/T) at an hourly rate of \$17.60 effective August 10, 2017.
 - b. Kelsey Garmon was hired as a Long Term Substitute Intervention Specialist at an annual salary of \$35,095 effective August 21, 2017.
 - c. Tabitha Casey was hired as a Long Term Substitute Intervention Specialist at an annual salary of \$35,095 effective August 21, 2017.
 - d. Lisa Ricker was hired as an Intervention Specialist at an annual salary of \$35,095, which is Step 0 (BA) on the MEA pay scale, effective August 21, 2017.
 - e. Dana Shardy was hired as an Intervention Specialist at an annual salary of \$36,428, which is Step 1 (BA) on the MEA pay scale, effective August 21, 2017.
 2. Transfers
 - a. Jennifer Frail transferred from a Service and Support Associate Supervisor-Employment Navigation to Accounting / Technology Support at an annual salary of \$47,476 effective August 17, 2017.
 3. Layoff
 - a. Zack Newfer will be laid off from the Employment Specialist – Youth position effective August 16, 2017.
 4. Terminations
 - a. Barbara Prince retired as an Educational Aide effective July 31, 2017.
 - b. David Howard resigned as an Intervention Specialist effective August 16, 2017.
 - c. Jillian Wagner resigned as an Intervention Specialist effective August 16, 2017.
 - d. Mamie VanDyke will be retiring as a Transition Carry-Over Educational Aide / Custodial Worker effective September 30, 2017.

C. Inspection Reports

Type: Fire System Checks

Company: Bell Security Systems, LLC

Date: April 2, 2017

Results: No recommendations. Administration, School, Transportation and Industries Buildings inspected.

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during June and July 2017.

Mrs. Lehman moved to accept the recommendation of the Superintendent.

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

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mr. Garlock, yes

VIII. Superintendent's Report

A. Superintendent activities for August 2017

B. Administrative

1. Early Childhood Report- July 2017
2. Children's Services Report- June/July 2017
3. Quality & Support Services Report- June/July 2017
 - LODDI Minutes June 2017 & Financials- May & June 2017
4. Service & Support Administration Report- June/July 2017
5. Human Resources Report- June & July 2017
 - HR Newsletter- July & August 2017 & Employee Engagement Survey 2017

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on August 22, 2017

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

Vendor	Relationship	Service
17-030	Grandmother	Family Support Services- Respite Care
17-031	Grandmother	Family Support Services- Respite Care
17-032	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-033	Grandmother	Family Support Services- Respite Care
17-034	Aunt	Family Support Services- Respite Care

17-035	Mother	Family Support Services- Gas Card
17-036	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-037	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-038	Brother	Family Support Services- Respite Care
17-039	Mother	Family Support Services- Gas Card
17-040	Mother	Family Support Services- Reimbursement for Adaptive Equipment

ETHICS COUNCIL RECOMMENDATION 54-17: 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.

Mr. Fleming seconded the motion.

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. Garlock, yes

2. Review of Ethics Checklist for Employee

Mr. Dean McCombs was hired on June 9, 2017 as a part-time Investigative Agent. He is retired from the Ohio Department of Rehabilitation and Corrections; however, he serves as a Special Deputy with the Allen County Sheriff's Office. In this position he has all the rights and duties of a deputy; however, he is not paid. He works approximately seven hours per month. Due to the unique situation, I consulted an attorney with Blaugrund, Haynes, Kessler, Myers and Postalakis. They have provided a legal opinion and Mr. McCombs has signed a special agreement to this effect. Our agency does not have a contract with the Sheriff's Department and if any conditions change that would disqualify him from employment under 5126.0221, he will notify us. Mr. McCombs is willing to resign the Special Deputy position if necessary. All parties understand he is not acting as a law enforcement officer in any capacity while working for the Board. Additionally, the Outside Employment Checklist was completed indicating he has no supervisory responsibility, would not be in a capacity to impact contracts and has no conflicts that would prevent employment.

ETHICS COUNCIL RECOMMENDATION 55-17: The Ethics Council recommended and so moved the Board certify this review has met all the conditions of §O.R.C. 5126.0221 and §O.R.C. 5126.033 and there is not an ethical conflict in this employment and safeguards are in place to avoid any conflict.

Mr. McPheron moved.

Mrs. Weaver seconded the motion.

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Mr. Garlock, yes

3. Review Checklist for Employee

Ms. Sabrina Wilkerson was hired on August 21, 2017 as an educational aide. Ms. Wilkerson currently works for Caliber One (COR) which is a provider in Allen County. Her hours and days vary but they will not interfere with hours with the Board. The Outside Employment Checklist was completed indicating she has no supervisory responsibility, would not be in a capacity to impact contracts and has no conflicts that would prevent employment. Ms. Wilkerson was fully informed of free choice of provider and separation of duties.

ETHICS COUNCIL RECOMMENDATION 56-17: The Ethics Council recommended and so moved the Board certify this review has met all the conditions of §O.R.C. 5126.0221 and §O.R.C. 5126.033 and there is not an ethical conflict in this employment and safeguards are in place to avoid any conflict.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Mr. Garlock, yes

B. Finance Committee – Met on August 18, 2017

Mr. Fleming reported that the year-to-date revenue was approximately one million dollars over budget. This is due to the carryover from Fund 2077 being moved to the general fund, which inflates the revenue. The year-to-date revenue is actually under budget by about \$300,000. Year-to-date expenditures were under budget by \$36,000.

Mr. Fleming reported that the Board has received a \$40,000 credit to our workman's comp due to a rebate that was sent out.

Lima City Schools had signed a contract with the Board for the Board to hire a one on one aide as a full time employee. The child has since moved to the Bath School District. We are waiting to see if Bath will agree to the same terms so that a full time person can be hired.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met August 22, 2017

Policy 1.13 Table of Organization is being amended to reflect the current positions on the Table of Organization for the Allen County Board of Developmental Disabilities

Policy 5.2.9 Medical Examinations is being amended to clarify language for who examinations are required for, to remove the references to bus drivers and add a timeline for van physicals.

Policy 5.2.12 Equal Employment Opportunity is being amended to further outline the purpose of the policy and add additional language as found in EEO related laws. Additionally, it was added that all directors and supervisors are responsible to ensure equal opportunity employment.

Policy 5.2.16 Beginning Rates of Compensation is being amended to add language for negotiated labor agreement and to add purpose from applicable statute.

Policy 5.2.21 Executive, Management and Non-Union Compensation is being amended to reflect the new job grading system that was approved in June 2017 and to clarify practices around promotions and transfers. Information was removed about Ethics Council review as that is not required and has not been standard Board practice.

Policy 5.12 is being recommended to establish an agency-wide Dress Code and detail what is acceptable decorum for Board employees.

Policy 5.27 is no longer needed as this information is found in other policies, including the Equal Employment Opportunity policy being amended this month.

POLICY COMMITTEE RECOMMENDATION 57-17: The Policy Committee recommended the Board approve the abolishment of Policy 5.2.7, adopt Policy 5.12 and approve the amendments to Policies 1.13, 5.2.21, 5.2.9, 5.2.12 and 5.2.16 as presented.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

XI. New Business

A. Approve Job Description Addition, Modifications and Abolishment

There are several changes in job descriptions to consider this month. First, and most importantly, is the creation of a job description for an Educational Aide- One on One- Temporary. This is necessary as we are able to hire a staff person to be the 'one on one' assignment for a young man that will be starting at Marimor School in August. Typically the 'one on one' staff needed at the school (there will be 8 'one on one' aides for this coming year) are only substitute staff. However, last year we had such a difficult time finding and retaining substitutes, Superintendent Schnipke asked Lima City Schools to contract with us for up to \$38,000 so we could hire a 9 month employee for a temporary position. This is dependent on the child's enrollment at Marimor School and will end if the child should leave or move. The contracted amount will cover fringes and benefits, such as health insurance. This is a great contract as it will give this young man a stable staff member and allow us to compete with the job market.

The changes for the Substitute Intervention Specialist job description are related to adding some specific duties when we have a long term substitute for more than 90 days in the same classroom versus substitutes used for the day. The Director of Education has changed the requirements on the Substitute Educational Aide position. It now requires a high school diploma with no extra experience. Also, Superintendent Schnipke recommended the abolishment of several positions as they are no longer needed.

SUPERINTENDENT RECOMMENDATION 58-17: Superintendent Schnipke recommended the approval of the modifications as presented to the Job Description for Intervention Specialist (Substitute), Educational Aide (Substitute), the approval of the Job Description for Educational Aide-One on One and abolishment of the Assistant Maintenance Foreman, Employment Specialist- Youth, Substitute Employment Specialist- Youth, Central Intake and Child Find Coordinator and effective 10/1/2017 the abolishment of one Transition Carry Over- School/Custodial.

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

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

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Garlock, yes

B. Approve Funding for Staff Appreciation, In-service and United Way Incentive

This year the all staff in-service will be held on August 25, 2017. Training is planned throughout the day with several guest presenters as well as our own staff. This is also the time we use for the Staff Appreciation event in lieu of another outside, after hours gathering. Service awards will be given and two special awards, the Weinheimer Advocacy Award and Commitment to Service Excellence Award, will also be given. Lunch will be provided. Additionally, our United Way campaign will kick off at the all staff in-service. Last year our incentive was very successful for the campaign so we would like to repeat this endeavor.

SUPERINTENDENT RECOMMENDATION 59-17: Superintendent Schnipke recommended that the Board approve up to \$3,000.00 for the Staff Appreciation Day, Service Awards and the United Way incentive.

Mrs. Weaver moved to approve the recommendation of the Superintendent.

Ms. Montrose seconded the motion to approve the recommendation of the Superintendent.

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Garlock, yes

XII. Board Discussion.

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mr. Fleming moved to adjourn into Executive Session to the meet with Board Counsel to discuss a legal matter and employment of a public employee at 6:30 p.m.

Ms. Montrose seconded the motion.

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

RECONVENE INTO REGULAR SESSION

Mr. Fleming moved to reconvene into Regular Session at 7:45 p.m.

Ms. Montrose seconded the motion.

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. Garlock, yes

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 7:46 p.m.

Mr. McPheron seconded the motion to adjourn.

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Mr. Garlock, yes

September 26, 2017
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary

