

May 23, 2017

29-17 Approval of the Agenda

30-17 Approval of the Minutes of the April 25, 2017 Board Meeting
Accept the Retirement of Mike Fitzgerald effective August 16, 2017
Accept the following Inspection Report:
 Bacharach, Inc. – Boiler Combustion Check
Concurrence with the transfers for April 2017

31-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

32-17 Review of Ethics Checklist for Employee

33-17 Accept the following Policy Actions:

 Adopt Policy:

 Policy 2.09 Student Wellness
 Policy 3.32 Device & Media Disposal and Re-Use
 Policy 3.33 Technical Safeguards
 Policy 3.34 Mitigation
 Policy 3.36 Employee System Access and Termination
 Policy 3.37 Computer Usage
 Policy 3.39 Portable Computing Devices and Home Computer Use
 Policy 3.40 Privacy and Security Incident Response and Reporting

 Amend Policy:

 Policy 2.08 Tobacco Free Workplace (renumbered from 1.47)
 Policy 3.35 Electronic Signatures (renumbered from 1.57)
 Policy 3.38 Social Media (renumbered from 1.58)
 Policy 8.1.4 Supported Living
 Policy 8.1.6 Employment First

 Abolish Policy:

 8.1.4.1-8.1.4.9 Numbering system with in Supported Living Policy
 8.1.6.1-8.1.6.5 Number system with in Employment First Policy
 1.55 Information Systems-Computer Usage/Electronic Data
 8.2 HIPAA/Confidentiality

34-17 Recommend Placing Items on GovDeals.net for Auction

35-17 Agreement for Project Search & Approval of Project Search Handbook

36-17 Approve Agreement for Shared Funding with the Allen County Family and Children First Council

37-17 Enter into Contract with the Board of County Commissioners for Service Coordination

38-17 Approval of Job Description Change for Maintenance Foreman

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES May 23, 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, May 23, 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, present	Mr. Thomas Fleming, present	Mrs. Linda Lehman, present
Mr. Robert McPheron, excused	Ms. Phyllis Montrose, present	Mrs. Melissa Weaver, excused
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:

Bridget K. joined us this month to read the vision. Bridget has had a very busy few months as she was featured in a video interview and historical story by the Ohio Association of County Boards of Developmental Disabilities for their Always There campaign. OACB focused on her long-time friendship with Mary Ann Brown and with the Allen County Board of DD. She was able to attend our Partnership Luncheon where Mary Ann received an award from the ARC of Allen County for 60 years of dedicated service. Mary Ann visited from Florida so Bridget was happy to see her friend. The story on these two special ladies has been posted at www.alwaysthereohio.org if you want to catch all the details.

Bridget has officially received services from the Board since 1975 but she also received services from the ARC and Marimor School before 1975. You could say she has 'Always Been There'. Bridget now attends Goodwill Easter Seals (GWES) four days a week. She sorts clothing items for the sales floor through Group Employment Services. She also receives community waiver services through Caliber One Residential Services (COR) two days a week to help her run errands, attend doctor's appointments, maintain her apartment and attend activities such as bowling and karaoke. Bridget lives in her own apartment. She walks independently to many places in the community such as her bank, pharmacy, and Wal-Mart. Bridget is active in her church and has developed her own church family that gives her rides to all services. Bridget is her own excellent self-advocate and will be the first to bring up any issues or concerns. Recently, she wrote a letter to the Ohio Department of Developmental Disabilities advocating that not all individuals want to pursue community or integrated employment as required by the new rules. Bridget used her own experience since she worked in various local community jobs as a dishwasher, busser and lobby attendant for over 20 years.

Bridget's SSA Sarah Burke accompanied her to the Board meeting. Sarah has worked at the Board since 2014. She was a job developer initially and now is an SSA. Bridget's SSA helps her with authorizing/coordinating/monitoring her services. She also helps Bridget with her budget and ensuring that she is advocating for herself in a way others understand. Bridget's SSA keeps in contact with her on an almost daily basis to ensure that things are going smoothly.

This greatly reduces stress for Bridget. They have developed a close working friendship and according to Sarah, Bridget's 8am calls are the best way to start a day.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 29-17:

Ms. Montrose moved to approve the agenda.

Mr. Conrath seconded the motion to approve the agenda.

Mr. Fleming, yes

Mrs. Lehman, yes

Ms. Montrose, yes

Mr. Conrath, yes

Mr. Garlock, yes

IV. Correspondence

A copy of the letter that Bridget K. sent to the Employment First division at the Ohio Department of Disabilities as noted above was included in the Board's correspondence. Bridget wanted the Board to see her letter.

V. Hearing of the Public

VI. Staff Report

Barb Blass, Early Childhood Coordinator gave an update on where we are with the Help Me Grow home visiting transition process, changes in Early Intervention, and the pending grant for Central Coordination. She then led us through a short exercise as she did at the Family and Children's First Council meeting this month,

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 30-17: Superintendent Schnipke recommended the Board consent to the following items:

A. Approval of the minutes from the regular meeting held on April 25, 2017 of the Allen County Board of Developmental Disabilities.

B. Accept Personnel Report

1. Resignation

a. Mike Fitzgerald is retiring as a Maintenance Foreman effective August 16, 2017.

C. Inspection Report

Type: Boiler Combustion Check
Company: Bacharach, Inc.
Date: April 14, 2017
Scope: Three boilers inspected.
Results: Minor adjustments completed.

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during the months of April 2017.

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

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

Mrs. Lehman, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Conrath, yes

VIII. Superintendent's Report

A. Superintendent activities for May 2017

B. Administrative

1. Early Childhood Report- April 2017
2. Children's Services Report- April 2017
3. Quality & Support Services Report- April 2017
4. Service & Support Administration Report- April 2017
5. Human Resources Report- April 2017
 - HR Newsletter- May 2017

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on May 23, 2017

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

Vendor	Relationship	Service
17-024	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-025	Mother	Family Support Services- Gas Card
17-026	Mother	Family Support Services- Gas Card
17-027	Mother	Family Support Services- Gas Card
17-028	Mother	Family Support Services- Reimbursement for Program

ETHICS COUNCIL RECOMMENDATION 31-17: 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. Conrath moved.

Mr. Fleming seconded the motion.

Ms. Montrose, yes

Mr. Conrath, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Garlock, yes

2. Review of Ethics Checklist for Employee

ETHICS COUNCIL RECOMMENDATION 32-17: Substitute employee D. Pritchett is employed as a bus aide at Marimor Industries, Inc. (MII). He will now be working as a substitute custodian at the Board. In the future he may substitute in other areas of the agency; however, in all positions he has no supervisory responsibility, would not be in a capacity to impact contracts and there appear to be no conflicts with employment at a provider agency. The Ethics Council so moved the Board certify these reviews have met all the conditions of §O.R.C. 5126.033 and there is not an ethical conflict and safeguards are in place to avoid any conflict.

Mr. Conrath moved.

Mr. Montrose seconded the motion.

Ms. Montrose, yes

Mr. Conrath, yes, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Garlock, yes

B. Finance Committee – Met on May 19, 2017

President Garlock reported that the year-to-date revenue is approximately 6.1 million dollars. Year-to-date expenditures are approximately 3.1 million dollars. The Finance Committee reviewed a new job grading system that will be utilized for all positions of the Board. The compensation of a long-term substitute employee was discussed.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met May 23, 2017

Policies 3.32-3.40 were a continuation and the final pieces of a new chapter called Confidentiality, Privacy and Computer Security. These policies have been adapted to our agency from the best practices for adhering to the laws of the Health Insurance Portability and Accountability Act (HIPAA). Policy 3.35 in this list is renumbered and amended from Policy 1.57. It has been moved to Chapter 3 with all other similar policies. Policy 3.38 Social Media also was being renumbered from 1.58 to also be added to Chapter 3. Policy 2.08 Tobacco-Free Workplace was being renumbered and amended to include a tobacco free campus effective

December 31, 2017 to be in line with the county wide policy of tobacco free environments. We will work the next seven months with any employee wishing to find assistance in becoming tobacco free. Policy 8.1.4 Supported Living has been rewritten due to the significant changes we faced this past year with funding of Supported Living services and the combination of match funds for all waiver services. Policy 8.1.6 Employment First contains updates to match the revised Employment First rule from the Ohio Department of Developmental Disabilities and to match our practice with our employing Employment Navigation staff. Policy 2.09 Student Wellness was a new policy that is required due to our operation of a school nutrition program.

POLICY COMMITTEE RECOMMENDATION 33-17: The Policy Committee recommended and so moved that the Board approve Policy 2.09 Student Wellness, Policy 3.32 Device & Media Disposal and Re-Use, Policy 3.33 Technical Safeguards, Policy 3.34 Mitigation, Policy 3.36 Employee System Access and Termination, Policy 3.37 Computer Usage, Policy 3.39 Portable Computing Devices and Home Computer Use, Policy 3.40, Privacy and Security Incident Response and Reporting. Additionally, the Policy Committee recommended and so moved the Board amend Policy 2.08 Tobacco Free Workplace (renumbered from 1.47), Policy 3.35 Electronic Signatures (renumbered from 1.57), Policy 3.38 Social Media (renumbered from 1.58), Policy 8.1.4 Supported Living and Policy 8.1.6 Employment First. The Policy Committee also recommended and so moved the abolishment of Policies 8.1.4.1-8.1.4.9 which was the former numbering system with in Supported Living Policy, 8.1.6.1-8.1.6.5 which is the former numbering system in the Employment First Policy, 1.55 Information Systems-Computer Usage/Electronic Data and 8.2 HIPAA/Confidentiality as these are now covered in the new Confidentiality, Privacy and Computer Security chapter.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. Conrath, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Lehman, yes

XI. New Business

A. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 34-17: Superintendent Schnipke recommended that the Board request the Allen County Commissioners declare the items listed below not needed for public use, obsolete or unfit for use in accordance with §307.12 (E) O.R.C. Upon receipt of approval from the County Commissioners, authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

TAG #	DESCRIPTION
212	Mobile Unit Radio TR200
213	Mobile Unit Radio TR200
21649	Burgundy Side Chair
23049	Burgundy Side Chair
23226	Bookcase
23230	Mailboxes
23338	1 Hand Held Regency 2 way radio w/charger Model #MA185F

23339	1 Hand Held Regency 2 way radio w/charger Model #MA185F
23476	Maxon hand held 2 way radio model LR54371
23477	Maxon hand held 2 way radio model LR54371
23478	Maxon hand held 2 way radio model SA-1255
23479	Maxon hand held 2 way radio model SA-1255
23995	Small Table
24342	Burgundy Side Chair
25625	Mobile Unit Radio TR200
26241	Maxon hand held 2 way radio model LR54371
26414	Rolling Burgundy desk chair
26458	2 Way Radio -Vertex Standard - VX-4207-7-45
26459	2 Way Radio -Vertex Standard - VX-4207-7-45
26460	2 Way Radio -Vertex Standard - VX-4207-7-45
26462	Power Supply
26958	Cogent Systems Fingerprint Scanner
27258	2 Way Radio - Vertex Standard - VX-4600-G7-45-NEW
27259	2 Way Radio - Vertex Standard - VX-4600-G7-45-NEW
27261	2 Way Radio - Vertex Standard - VX-4600-G7-45-NEW
27262	2 Way Radio - Vertex Standard - VX-4600-G7-45-NEW
27263	2 Way Radio - Vertex Standard - VX-4207-7-45
27264	Hand Held 2 Way Radio - VX-427-4-5
27265	Hand Held 2 Way Radio - VX-427-4-5
27285	2 Way Radio - Vertex Standard - VX-4600-G7-45
27879	Brother Printer
27895	Red Chair
INV 7890	Blue Taurus Station wagon
INV 8202	Audiometer - The Pilot Master
NN	2 Way Radio - Maxon Mobile Units Model SM-4450SC - total of 6
NN	2 Way Radio -Vertex Standard - VX-4207-7-45 - total of 5
NN	2 Way Johnson Radio
NN	Mobile Unit Radio TR200 - total of 11
NN	Radio - 2 Boxes of Misc Bus Radio Accessories
NN	2 Way Radius Radios - SM120 - total of 3
NN	Bulletin Boards - with plastic trim – 2
NN	Bulletin Boards - cork – 4
NN	Cabinet - 2 door metal
NN	Chalkboard - small w/tray
NN	Computer Monitor - Dell (tube style)
NN	Crafts - Box of Arts & Crafts
NN	Decorations - Box of Misc Holiday
NN	Exercise Machine for legs - it is small w/extra parts
NN	Garbage can w/swinging lid
NN	Hydraulic Pump
NN	Mailboxes – large
NN	Mailboxes – small
NN	Office Supplies – MISC
NN	Plastic Tubs w/lids - for storage – 6
NN	Printer - Epson C88
NN	Speakers for Walls – 2
NN	Speakers Square Covers (out of busses) – 2

NN	Sorter - metal for desk
NN	Stool – metal
NN	Table – small
NN	Toys - Bowling Pins Play Set
NN	Vehicle Parts & Supplies As Listed Below:
	Box of Heat Shroud Covers
	9 Serpentine Belts
	9 V Belts
	10 Oil Filters
	5 Fuel Filters
	5 Water Separator Filters
	11 Air Filters
	2 Fuel Strainers
	1 Blower Wheel
	Ford Bus Drag Link
	1 Mopar Cable
	3 Ford Transmissions Modulator Cables
	1 Brake Cable
	6 Brake Hardware Kits
	1 Cummins Bearing
	1 Cummins Spindle
	1 Cummins Pulley
	2 Blue Bird Vision Bus Mirrors
	1 Vision Mirror Bracket
	3 Mirror Bracket Holders
	1997 Ford Cluster Panel (used) & 2 Gages
	2 Cummins Fuel Lines
	6 Ford Thomas Bus Relays
	3 Used Bus Stop Signs
	2 - 1997 Ford Radiator Tanks
	1 Blue Bird Service Door Glass
	1 Rotor
	1 Master Cylinder
	1 Light Monitor
	1 Box of old Manuals
	1 Heater Control Plate
	2 Battery Door Latches

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

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

Mr. Conrath, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Ms. Montrose, yes

Mr. Garlock, yes

B. Agreement for Project Search & Approval of Project Search Handbook

Project Search is the job training and placement program where high school seniors defer graduation for one year to participate in this intensive internship program. We partner with St. Rita’s Medical Center where students rotate through approximately 20 internships in areas such as: nutrition services, grounds keeping, housekeeping, gift shop, central transportation, medical records, NICU, fitness center, pedi-rehab, employee

health, human resources and central processing. This past year 7 of the 7 students had community jobs upon graduation. There are 9 students currently signed up for the 2017-2018 school year.

The Agreement of Role and Responsibilities for Project Search was reviewed by the Board. This agreement is with our Board, St. Rita's Medical Center and Marimor Industries. It also outlines the role of the Opportunities for Ohioans with Disabilities as they will not sign the agreement; however, they will provide a letter of support. The Project Search Handbook has also been edited.

SUPERINTENDENT RECOMMENDATION 35-17: Superintendent Schnipke recommended that the Board approve the Agreement of Role and Responsibilities for Project Search and the 2017-2018 Project Search Handbook.

Mr. Fleming moved to approve the recommendation of the Superintendent.

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

Mr. Fleming, yes	Mrs. Lehman, yes	Ms. Montrose, yes
Mr. Conrath, yes	Mr. Garlock, yes	

C. Approve Agreement for Shared Funding

For many years, we have entered into an agreement for shared funding with the Allen County Family and Children First Council to meet the needs of children who are involved with multiple systems due to the intensity of their needs. This agreement contains a 'Notice of Funds Available' from our Board, the Mental and Recovery Services Board and the Children's Services Board. There is a noticeable trend for the last several years that fewer funds are being committed by partner agencies. Due to this it is recommended our Board lower the overall commitment of dollars, yet due to continued financial difficulties of FCFC, we increase our % commitment for administrative services. The overall dollars stays the same at \$30,000. The Coordinator of FCFC is a very important position in our community; she helps support our services birth to 3 and our children who need the FCFC Intersystem Committee's assistance.

SUPERINTENDENT RECOMMENDATION 36-17: Superintendent Schnipke recommended that the Board approve the agreement with the Allen County Board of County Commissioners, Allen County Children Services Board and the Mental Health and Recovery Services Board of Allen, Auglaize and Hardin Counties for shared funding for children involved with multiple systems due to the intensity of their needs. The Board of DD will commit up to \$15,000 from July 1, 2017-June 30, 2018. Twenty percent of the funding may be used for administration of the Family and Children's First Council.

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

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

Mrs. Lehman, yes	Ms. Montrose, yes	Mr. Conrath, yes
Mr. Fleming, yes	Mr. Garlock, yes	

D. Enter into Contract with the Board of County Commissioners for Service Coordination

The Allen County Family and Children's First Council has again selected our Board to provide Service Coordination services to children, birth to 3 years of age. The grant awarded increased from \$232,032.00 to

\$276,846.00. Referrals for Service Coordination remained high all throughout the 2016-2017 program year. The Service Coordination function is part of our Early Intervention services and will continue to offer families seamless coordination for children who qualify for developmental disabilities services with our Board.

SUPERINTENDENT RECOMMENDATION 37-17: Superintendent Schnipke recommended that the Board enter into a Contract with the Allen County Board of Commissioners for the provision of Service Coordination with an anticipated revenue of \$276,846.00 for Part C children through funds provided by the Ohio Department of Health.

Mr. Fleming moved.

Mr. Conrath seconded.

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. Garlock, yes

Mr. Fleming, yes

E. Approval of Job Description Change

SUPERINTENDENT RECOMMENDATION 38-17: In light of the upcoming retirement of the Maintenance Foreman, the job description for this position has been updated so the position can be advertised. Superintendent Schnipke recommended that the Board approve the revised position description for the Maintenance Foreman as presented.

Mr. Fleming moved.

Mrs. Lehman seconded.

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. Garlock, yes

Mr. Fleming, yes

XII. Board Discussion.

XIII. Other Items to Come Before the Board

Mr. Fleming, our Advocacy Chair for the Board, reported that there were no new changes to the state budget. The proposed federal budget was released today. There are some significant smaller increases that may have an impact on our agency.

ADJOURN INTO EXECUTIVE SESSION

Mr. Conrath moved to adjourn into Executive Session to discuss the Compensation of Public Employees at 6:18 p.m.

Mr. Fleming seconded the motion.

Mr. Conrath, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Lehman, yes

RECONVENE INTO REGULAR SESSION

Mr. Fleming moved to reconvene into Regular Session at 6:40 p.m.

Mrs. Lehman seconded the motion.

Mr. Conrath, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Lehman, yes

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 6:41 p.m.

Mr. Conrath seconded the motion to adjourn.

Mr. Fleming, yes
Mr. Conrath, yes

Mrs. Lehman, yes
Mr. Garlock, yes

Ms. Montrose, yes

Regular Board Meeting
June 27, 2017
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary