

September 26, 2017

60-17 Approval of the Agenda

61-17 Approval of the Minutes of the August 22, 2017 Board Meeting  
Accept the hire of Sabrina Wilkerson as an Educational Aide  
Accept the hire of Crystal Boroff as an Educational Aide – One on One  
Accept the resignation of Jason Wagner as a Service and Support Associate  
Concurrence with the transfers for August 2017

62-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

63-17 Approval of the following Policy Actions

Amend Policy:

Policy 2.01	Safety
Policy 5.8.2	Leave Donation Policy
Policy 8.3	Behavior Support
Policy 8.4.1	Oxygen Administration and Storage

64-17 Approve Agreement for Shared Services with Auglaize County Board of DD

65-17 Approve Assistance to the Ohio Provider Resource Association

66-17 Approval of the following Job Description Changes  
Abolish Service and Support Supervisor – Employment Navigation  
Create Transition/Employment Navigation Manager

67-17 Request County Commissioners to Consider the following Board Member Changes  
Resignation of Mr. Patrick Conrath  
Appointment of Mr. Adam Stolly

68-17 Recommend Placing Items on GovDeals.net for Auction

69-17 Approval of the Amendment to the Settlement Agreement with The Billing Connection

# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## MINUTES September 26, 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, September 26, 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, present	Ms. Phyllis Montrose, present at 5:34 pm	
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:

This month the vision was read by MM. MM began receiving services in 1998. She is a proud graduate of Lima Senior High school in 2003. MM started working at Marimor Industries, Inc. (MII) in 2002, while she was still in High School. MM has been at MII since and has recently taken a big step by obtaining her first community job. She worked with the Opportunities for Ohioans with Disabilities (OOD) and Marimor Employment Services to obtain a dishwashing job at Fat Jack's Pizza. MM started her job in February 2017 and had a job coach to help her learn the job initially. She is working 15-20 hours per week. Marimor Employment Services is now providing follow along services for her.

MM is served by Champaign Residential Services, Inc. (CRSI) and has lived in two licensed group homes. She initially moved into the Roberts Street home in 2003 and then settled at the new Market Street home in 2005. MM enjoys her six housemates, and on top of working seven days a week between MII and Fat Jack's, she is involved in Special Olympics, where she participates in swimming, basketball, track and bowling. She also attends Venture Crew, Social Living Club at Bittersweet, Next Chapter Book Club and has completed Project Stir training. Occasionally she helps with the Board's FANS network. MM recently enjoyed a vacation to Florida and is already planning her next vacation to New York

MM is accompanied by her SSA Melodie Conley who has worked for the Allen County Board of DD for 20 years. 18 ½ were as ACBDD Employment Services Manager and the last 1 ½ as an SSA, where she said she has had the pleasure of working with MM.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Amendment to the Settlement Agreement with The Billing Connection	Superintendent Schnipke

RESOLUTION 60-17:

Mr. Conrath moved to approve the agenda.

Mr. Fleming seconded the motion to approve the agenda.

Mr. Fleming, yes  
Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

IV. Correspondence

V. Hearing of the Public

VI. Staff Report

Martha Nance shared information about the new and improved tracking of Board finances in relation to levy revenue, Medicaid match costs and a 10 year projection on when the Board may need additional levy funding.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 61-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on August 22, 2017 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
  - 1. New Hires
    - a. Sabrina Wilkerson hired as an Educational Aide at AFSCME Salary Step 1 effective August 21, 2017.
    - b. Crystal Boroff hired as an Educational Aide – One on One effective September 5, 2017 at an hourly rate of \$11.20.

2. Terminations

- a. Jason Wagner resigned as a Service and Support Associate – Children effective September 29, 2017.

C. Inspection Reports

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during August 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  
Mrs. Weaver, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Fleming, yes

VIII. Superintendent’s Report

- A. Superintendent Report for September 2017

B. Administrative

- 1. Early Childhood Report - August 2017
- 2. Children’s Services Report - August 2017
- 3. Quality & Support Services Report - August 2017
  - LODDI Minutes - August 2017 & Financials - July 2017
- 4. Service & Support Administration Report - August 2017
- 5. Human Resources Report - August 2017
  - HR Newsletter - September 2017

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on September 26, 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>
17-041	Mother	Family Support Services- Reimbursement for Home Modification
17-042	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-043	Mother	Family Support Services- Reimbursement for Adaptive Equipment

17-044	Father	Family Support Services- Reimbursement for Adaptive Equipment
17-045	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-046	Sister	Family Support Services- Respite Care
17-047	Mother	Family Support Services- Gas Card
17-048	Mother	Family Support Services- Gas Card
17-049	Mother	Family Support Services- Gas Card
17-050	Mother	Family Support Services- Gas Card

**ETHICS COUNCIL RECOMMENDATION 62-17:** 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. Conrath seconded the motion.

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Conrath, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Garlock, yes

**B. Finance Committee – Met on September 22, 2017**

President Garlock reported that year-to-date revenue was \$9.87 million, which was \$1.1 million over budget. When you take into account the carryover from Fund 2077 being transferred to Fund 2018, revenue is actually under budget by about \$200,000. Year-to-date expenditures were \$7.1 million, which was \$253,000 under budget. The Finance Committee also reviewed the first draft of the 2018 budget and the lease for Marimor Industries.

**C. Personnel Committee**

**D. Planning Committee**

**E. Policy Committee - Met September 26, 2017**

**Policy 2.01 Safety-** updated the members of the Safety Committee, times required to meet per year and added more language around the Marimor School Emergency Operations Plan.

**Policy 5.8.2 Leave Donation-** amended the policy to allow for donations from non- bargaining unit to bargaining unit employees and added sick incentive as type of leave impacted by this policy.

**Policy 8.3 Behavior Support-** amended to remove repetitive language and allow for children under 18 to be an exception on rights restriction if it is similar to a non-disabled peer.

**Policy 8.4.1 Oxygen Administration and Storage -** will be renumbered to Policy 2.10 and was updated in accordance with recommendations from the Medical Director assigned to our agency from Lima Memorial Hospital. Oxygen will no longer be stored at the agency unless a direct order is obtained per student. Safe

guards added when a student does have an order for oxygen. Updated language around education and training for staff who will administer oxygen.

POLICY COMMITTEE RECOMMENDATION 63-17: The Policy Committee recommended the Board approve policy amendments as presented to Policy 2.01, Policy 5.8.2, Policy 8.3 and Policy 8.4.1 renumbered to Health and Safety Chapter Policy 2.10.

Mrs. Weaver moved.

Mrs. Lehman seconded the motion.

Ms. Montrose, yes  
Mr. Fleming, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. McPheron, yes

XI. New Business

A. Approve Agreement for Shared Services

The Auglaize County Board of Developmental Disabilities has requested our Board enter into a shared contract for the supervision of Early Intervention services until June 30, 2018. Next spring the Auglaize County Board of DD will evaluate the need for hiring a full time supervisor of their own. Due to seven staff in the Help Me Grow and Central Coordination areas moving from our agency to others in 2017, Barb Blass, Early Childhood Coordinator, is able to assist with this contract. She will spend up to 2 days per week in Auglaize County providing oversight of the Early Intervention program. This represents only four part-time staff. The contract will reimburse our Board \$34,963.02 for Barb's salary and benefits.

SUPERINTENDENT RECOMMENDATION 64-17: Superintendent Schnipke recommended the Board enter into a shared services agreement with the Auglaize County of Board of Developmental Disabilities for Early Intervention supervision services beginning October 1, 2017.

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

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

Mrs. Weaver, yes  
Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. Conrath, yes  
Mr. McPheron, yes

Mr. Fleming, yes  
Ms. Montrose, yes

B. Approve Assistance to the Ohio Provider Resource Association

The Ohio Provider Resource Association (OPRA) asked all 88 county boards of DD to support their initiative to launch DSPOhio. (DSP stands for Direct Support Professional.) OPRA is seeking funds to systematically launch a mass marketing campaign across Ohio about the DD field's need for quality direct support staff to work with some of the most vulnerable citizens in our state. They will regionalize the marketing so we will all benefit. OPRA wants every provider to use DSPOhio to recruit staff and market their needs. Many providers cannot afford the subscription fee so in the end OPRA felt it was best to set a rate for small, medium and large counties. We were assessed the medium fee of \$4,200. This is for one year access to DSPOhio, Nov 1, 2017 through Oct 31, 2018; however, they will likely ask again if it is successful.

Superintendent Schnipke has spoken to Mr. Jeff Davis several times and feels this is a wonderful collaborative approach like none we have seen in our field before. Our support would be just one more step in helping our providers, and ultimately those we serve thrive.

SUPERINTENDENT RECOMMENDATION 65-17: Superintendent Schnipke recommended that the Board approve \$4,200.00 payable to the Ohio Provider Resource Association for the launch of DSP Ohio and for a one year subscription to the new DSPOhio website and tools for all the providers in Allen County.

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

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

Mr. Conrath, yes  
Mr. McPheron, yes  
Mr. Garlock, yes

Mr. Fleming, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mrs. Weaver, yes

### C. Abolish and Establish Job Description

As discussed the past couple of months we did not replace an SSA Supervisor when a staff member transferred to another Board position. The SSA Director and Superintendent Schnipke met several times to discuss employment and transition related services. We are requesting to abolish the SSA Supervisor-Employment Navigation position and create a Transition/Employment Navigation Manager. After the position is filled, we will build a unit in the SSA Department with current Board staff who are passionate and dedicated to services for children, transition school services and Employment First initiatives. The unit will then bring the Employment Navigators back under a Manager who is going to lead our very important commitment to community employment and community integration. This job did grade one step higher with two other like positions at the agency; however, whether it costs more or not will not be known until the person is hired and if internally, backfills need to happen.

SUPERINTENDENT RECOMMENDATION 66-17: Superintendent Schnipke recommended that the Board abolish the Service and Support Supervisor – Employment Navigation and establish the Transition/Employment Navigation Manager position and change duties as presented.

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

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

Mr. Fleming, yes  
Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

### D. Request County Commissioners to Consider Board Member Change

With the resignation of Mr. Conrath from the Board on September 26, 2017, the Allen County Board of Developmental Disabilities should request of the County Commissioners to review and accept this resignation. Additionally, Adam Stolly has agreed to be considered for appointment by the Commissioners. Adam is employed with Stolly Insurance in Lima. He also is the color commentator for LCC Basketball during the winter months and finds extra time to coach the Special Olympics Sharks Men's basketball team. Adam has expressed a passion to serve in his community.

SUPERINTENDENT RECOMMENDATION 67-17: Superintendent Schnipke recommended that the Board request the County Commissioners to accept the resignation of Patrick Conrath from the Allen County Board of Developmental Disabilities and to consider the appointment of Adam Stolly to fill Mr. Conrath's unexpired term 2020.

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

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

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Conrath, yes

Mr. Fleming, yes

Mr. Garlock, yes

E. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 68-17: 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.

ALLEN COUNTY BOARD AUCTION LIST

TAG

#	DESCRIPTION
22289	Avanti refrigerator
22459	CD's standard & misc
22803	2 dr file cabinet
23009	Free standing coat rack
23710	Metal 2 door cabinet
23842	Massager
23896	Metal 2 door cabinet
24732	Computer desk
25279	Edmark reading program
25280	Edmark reading program
25297	Desk
25308	4 dr metal file cabinet
25413	Tan metal desk
26465	Reading rods
26650	Listening Lab/blue case
26843	Intellikeys
26883	Exercise bike
NN	Ablenet Bookworm
NN	Books - yarn books, cassette books, teaching & educational & misc
NN	Bookshelf - 3 shelf metal
NN	CD's - misc variety
NN	Canister - plastic storage
NN	Chair - red rolling desk
NN	Computer Monitor - 17" Dell CRT
NN	Containers - Plastic - variety



- NN Desk - metal
- NN Door draft stops
- NN Edmark Signing Program
- NN Educational items - several boxes
- NN File Box - black
- NN Games - Variety including All Turn It, V-Smile Game system,
- NN Holiday items - misc variety
- NN Learning Materials - several boxes
- NN Maintenance Supply - Misc
- NN Office Supply - Misc
- NN Printer - Brother HL-6180DW
- NN Rewards & Incentives - misc
- NN Shelf - wooden 2 tier
- NN Shelf - plastic
- NN Sweeper - Canister style Advance Papoose Model PA500
- NN Telephone - Inter Tel & 2 handsets
- NN Touch Windows
- NN Toys - Legos, preschool electronic & misc, puzzles
- NN VHS & Cassette Tapes
- NN Wheelchair - assorted parts

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

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

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

F. Amendment to the Settlement Agreement with The Billing Connection

SUPERINTENDENT RECOMMENDATION 69-17: Superintendent Schnipke recommended the Board accept a one-time final payment of \$37,500 from The Billing Connection.

Mr. Fleming moved.

Mrs. Weaver seconded.

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

XII. Board Discussion

XIII. Other Items to Come Before the Board

The Gala will be held on Saturday, October 28 at the UNOH Event Center.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:19 p.m.


Mr. Fleming seconded the motion to adjourn.

Ms. Montrose, yes  
Mr. Fleming, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. McPheron, yes

Next Regular Board Meeting  
October 24, 2017  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801



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Chris Calvelage, Recording Secretary

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Phyllis Montrose, Recording Secretary