

December 20, 2016

- 120-16 Approval of the Agenda
- 121-16 Approval of the Minutes of the November 22, 2016 Regular Board Meeting  
Concurrence with the transfers/advances and payment of bills in November, pages 2-6, 8-11,  
13-24 and 26-28  
Accept the following Inspection Report:  
Landscape Structures, Inc. – Playground Inspections
- 122-16 Concurrence with the payment of bills in November, pages 1, 12 and 25
- 123-16 Concurrence with the payment of bills in November, page 7
- 124-16 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate  
Family Member of Eligible Individual
- 125-16 Approve 2017 Budget
- 126-16 Approve the following Policies
  - Adopt Policy 3.1 Confidentiality, Privacy and Computer Security Definitions
  - Adopt Policy 3.2 Confidentiality- General Rules
  - Adopt Policy 3.3 Minimum Necessary Information
  - Adopt Policy 3.4 Confidentiality Safeguards (Oral & Written)
  - Adopt Policy 3.5 Speaking with Family and Friends of an Individual Receiving Services
  - Adopt Policy 3.6 Authorizations
  - Adopt Policy 3.7 Verification
  - Amend Policy 5.4.5 Drug Free Workplace
- 127-16 Amend the following Position Description
  - CS-309 Speech Therapist – Early Intervention
- 128-16 Approve the Strategic Plan Annual Action Plan for 2017
- 129-16 Approve the following Association and Membership Dues
  - Ohio Association of County Boards
  - Allen County Family and Children First Council
- 130-16 Approve Early Intervention Handbook
- 131-16 Adjust the Compensation Package for the Superintendent
- 132-16 Approve Agreement of Settlement with The Billing Connection

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

December 20, 2016

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, December 20, 2016 in the Administration conference room. President Fleming called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Patrick Conrath, present  
Mr. Robert McPheron, present  
Mr. Thomas Fleming, present

Mr. Martin Garlock, present  
Ms. Phyllis Montrose, present

Mrs. Linda Lehman, excused  
Mrs. Melissa Weaver, 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 Anne Dunbar. Anne is one of our Intake Support Specialists. She is also the first person much of the community meets for our agency as she handles all referral calls for adults. Anne has worked at the Board for 23 years. Anne has many ancillary duties at the Board also. She has led the Chicken BBQ Committee for 18 years and she is co-leading the Good Life initiatives at the Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Agreement of Settlement with The Billing Connection

Superintendent Schnipke

Establish Pass Thru Fund with Lima Community Foundation (Tabled)

Superintendent Schnipke

RESOLUTION 120-16:

Mr. Garlock moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

Mr. Garlock, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Fleming, yes

IV. Correspondence

There were two items of correspondence this month. The first was from the SSA and QSS Departments in appreciation for the luncheon to thank them for their hard work and dedication over the past several months in spite of some challenges placed before them. The second was an email from Kim Nellis, of the Allen County ESC, thanking our staff for coordinating and hosting the 'It's My Turn' project last month. This email shares the positive impact events like this have on the community view of individuals with disabilities.

V. Hearing of the Public

VI. Staff Reports – Several of our staff Good Life facilitators discussed the completion of the first year of Good Life activities, changes in our culture due to this initiative and the plans for 2017. The Good Life principles align with our strategic plan goal for continuously improving our operations by creating and sustaining a positive culture in our service delivery and in our work environment.

VII. Community Presentation- Esther Baldrige shared her long held vision for the Board to have a Foundation established. Scott Shafer from the Lima Community Foundation explained the valuable service the Foundation provides to many businesses, schools and agencies in Lima/Allen County.

VIII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 121-16: 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 November 22, 2016.
- B. Concurrence with the transfers/advances & payment of bills for programs operated by the Allen County Board of Developmental Disabilities during November 2016 with the exception of pages 1, 7, 12 and 25.

C. Accept Personnel Report

There are no transfers, terminations or new hires to report.

D. Accept Inspection Reports

Type:	Playground Inspection
Company:	Landscape Structures, Inc.
Date:	November 16, 2016
Results:	Recommendations for future of turf noted.
Corrective Action:	General maintenance on a few bolts. No other issues to correct.

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

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

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. Fleming, yes

IX. Exception Agenda

SUPERINTENDENT'S RECOMMENDATION 122-16: Superintendent Schnipke recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of November on pages 1, 12 & 25.

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

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

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. Fleming, abstain

SUPERINTENDENT'S RECOMMENDATION 123-16: Superintendent Schnipke recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of November on page 7.

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

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

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. McPheron, abstain

Mr. Conrath, yes  
Mr. Fleming, yes

X. Superintendent's Report

A. Superintendent activities for November/December 2016

B. Administrative

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

XI. Old Business

ADJOURN INTO EXECUTIVE SESSION

Mr. Conrath moved to adjourn into Executive Session to public employee at 6:50 p.m.

Mr. McPheron seconded the motion.

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Conrath, yes  
Ms. Montrose, yes

Mr. Garlock, yes  
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into Regular Session at 7:04 p.m.

Mr. McPheron seconded the motion.

Mr. Conrath, yes  
Ms. Montrose, yes

Mr. Garlock, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Fleming, yes

XII. Committee Reports

A. Ethics Council - Met on December 20, 2016

1. 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>
Katrina Smith	Mother	Family Support Services – Reimbursement for Gas Card

ETHICS COUNCIL RECOMMENDATION 124-16: 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. Garlock, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Fleming, yes

B. Finance Committee – Met December 16, 2016

Mr. Garlock reported that as of the end of November, the year to date revenue was \$268,270 over budget. Year to date expenditures were \$3.4 million under budget. The cost report audit is looking favorable. We should be receiving a settlement from that. The Finance Committee reviewed the 2017 Budget.

FINANCE COMMITTEE RECOMMENDATION 125-16: The Finance Committee recommended and so moved that the Board approve the 2017 Budget as presented.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Mr. McPherson, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. Fleming, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met December 20, 2016

Policies 3.1-3.7 are the first 7 policies of a new chapter called Confidentiality, Privacy and Computer Security. The HIPAA related policies and practices were overlapping and/or appearing in many areas of the policy manual. In the light of all the federal requirements with HIPAA and the seriousness of confidentiality, we are using a sample chapter from a large consulting firm and altering to match our policy manual. Each topic is one small part so it will allow the reader to find a specific topic very quickly. Additionally, when a topic needs revisions it will not involve a 20-25 page policy. This should also avoid overlaps by having topics in one area. Each month there will be 7 new policies for this chapter presented. When the chapter is finished the related policies will be abolished.

Policy 5.4.5 The Drug Free Workplace policy is being revised in light of training the Human Resources Manager received through the 'We Care at Work' program and in consultation with policies recommended by OACB and the Ohio Public Employers Handbook. The majority of the changes were suggested as the agency no longer needs to adhere to the Ohio Department of Transportation rules.

POLICY COMMITTEE RECOMMENDATION 126-16: The Policy Committee recommended and so moved that the Board approve policies: 3.1 Confidentiality, Privacy and Computer Security Definitions, Policy 3.2 Confidentiality- General Rules, Policy 3.3 Minimum Necessary Information, Policy 3.4 Confidentiality Safeguards (Oral & Written), Policy 3.5 Speaking with Family and Friends of an Individual Receiving Services, Policy 3.6 Authorizations and Policy 3.7 Verification. Also, the Policy Committee recommends and so moves the Board approve the revisions to Policy 5.4.5 Drug Free Workplace.

Ms. Montrose moved.

Mr. Garlock seconded the motion.

Mr. McPherson, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. Fleming, yes

XIII. New Business

A. Amend Position Description

There are several revisions needed for the Speech Therapist- Early Intervention position description. This position no longer serves school-age children so this reference was removed, it is flexible 35-40 hours per week. The position also no longer requires Ohio Department of Education license.

SUPERINTENDENT RECOMMENDATION 127-16: Superintendent Schnipke recommended the Board approve the revisions as presented to the Speech Therapist-Early Intervention Position Description # CS-309.

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

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

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Conrath, yes

Mr. Garlock, yes

Mr. McPheron, yes

Mr. Fleming, yes

B. Approve the Strategic Plan Annual Action Plan for 2017

On November 28, 2016 the Board held a public hearing on the 2017 Strategic Plan Annual Action Plan. There was no public comment. The draft presented in October remains the same and was recommended for approval.

SUPERINTENDENT RECOMMENDATION 128-16: Superintendent Schnipke recommended the Board approve the Strategic Plan Annual Action Plan for 2017.

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

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

Mrs. Weaver, yes

Mr. Conrath, yes

Mr. Garlock, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

C. Association and Membership Dues

The Ohio Association Serving County Boards of Developmental Disabilities (OACB) has not increased their dues again this year. This represents a flat dues structure for many years. The Family and Children First Council dues have always been slightly lower than we contributed; however, the extra was to assist with a tight budget. In light of many changes this past year it is recommended to pay the required amount and also contribute an additional \$50.00 to a special fund that provides stipends for families who participate in FCFC. The Child Advocacy Center is finishing its third year and is now financially stable. Due to this we do not need to allocate the funds we have provided the past 3 years.

SUPERINTENDENT RECOMMENDATION 129-16: Superintendent Schnipke recommended the Board pay the 2017 Ohio Association of County Board Membership dues in the amount of \$21,500.00 and \$1,550.00 for the Allen County Family and Children's First Council 2017 membership dues.

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

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

Mr. Conrath, yes  
Ms. Montrose, yes

Mr. Garlock, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Fleming, yes

D. Early Intervention Handbook

Each year the Board approves the Early Intervention Handbook.

SUPERINTENDENT RECOMMENDATION 130-16: Superintendent Schnipke recommended the Board approve the 2017 Early Intervention Handbook.

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

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

Mr. Garlock, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Fleming, yes

E. Adjust the Compensation Package for the Superintendent

BOARD MEMBER'S RECOMMENDATION 131-16: President Fleming recommended the Board approve an amendment to the Superintendent's Contract which increases her salary and provides a performance incentive.

Mr. Garlock moved.

Mr. McPheron seconded the motion.

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. Fleming, yes

F. Agreement of Settlement with The Billing Connection

SUPERINTENDENT RECOMMENDATION 132-16: Superintendent Schnipke recommended the Board approve the agreement of settlement with The Billing Connection.

Mr. McPheron moved.

Mrs. Weaver seconded.

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Conrath, yes  
Mr. Fleming, yes

G. Establish Pass Thru Fund with the Lima Community Foundation - Tabled

XIV. Board Discussion: Nominating Committee, Board Terms, Board Training & Tentative Agenda for 2017.



Tom Fleming, Melissa Weaver, Phyllis Montrose and Pat Conrath all agreed to serve another term on the Board.

Members of the Nominating Committee will be Tom Fleming, Marty Garlock and Phyllis Montrose. They will meet on January 20, 2016.

The next Board meeting was changed to January 31, 2107.

In the past, Finance Committee meetings were held monthly. It was decided that on the months that the Board does not meet, there will be no Finance Meetings.

XV. Other Items to Come Before the Board

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 7:25 p.m.

Mrs. Weaver seconded the motion to adjourn.

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes  
Mr. Fleming, yes

Organizational Board Meeting  
&  
Regular Board Meeting  
January 31, 2017  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary

