

November 22, 2016

- 113-16 Approval of the Agenda
- 114-16 Approval of the Minutes of the October 25, 2016 Regular Board Meeting  
Concurrence with the transfers/advances and payment of bills in October  
Accept the following Inspection Report:  
Allen County General Health District - School Environment Inspection
- 115-16 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate  
Family Member of Eligible Individual
- 116-16 Approve the following Policies  
Policy 8.13 Non-Medicaid Adult Day Services/Non-Medical Transportation  
Policy 1.46 Public Records  
Policy 1.13 Table of Organization
- 117-16 Approve Funding for Home and Community Based Waiver Services for 2017
- 118-16 Abolish Vacant Educational Aide Position
- 119-16 Amend the following Position Description  
CS-204 Secretary/Receptionist - School

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

November 22, 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, November 22, 2016 in the Administration Board 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, excused  
Ms. Phyllis Montrose, present

Mrs. Linda Lehman, present  
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 Kara Pescosolido. Kara has received SSA services since 2013 and has been involved in our new Person Centered Planning process. Kara has a beautiful smile. She has no problem telling others what she wants in life. Kara is very creative, crafty and talented. Kara's parents, Marc and Penny, and her siblings are very important to her. Kara works at McDonald's Harding Highway. Kara likes to hang out with her friend Molly. Kara has varied interests from hanging out with her friend Molly, to Disney, to fashion, to bible study and to going out to breakfast with her parents. She is enrolled on a Level One waiver and benefits from the services of Supported Employment Community (Individual Employment Support) and NMT from Marimor Industries for her job at McDonald's. Kara also receives Adult Day Support and NMT from RMS to attend RMS Life Skills Center.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Amend Position Description for Secretary/Receptionist – School

Superintendent Schnipke

RESOLUTION 113-16:

Mr. Conrath moved to approve the agenda.

Mr. McPheron seconded the motion to approve the agenda.

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Conrath, yes

Mr. Fleming, yes

IV. Correspondence

We have one thank you from the Bill Torbert family for the condolences sent at the time of his passing. He was the father of Leigh Taylor, Project Search Instructor.

V. Hearing of the Public

VI. Staff Reports – Peggy Cockerell, Director of Education, gave an update on Project Search. This post-high school internship program has been very successful for students the past several years. This program is facilitated in conjunction with St. Rita’s Medical Center. There are seven students in the program this year. The goal of the program is to help students gain competitive employment. Most participants have a job before graduation. There are 11 different departments at St. Rita’s that the students can do their internship. Each intern has a mentor that is a St. Rita’s employee. There is also a state curriculum that must be followed. The Board does receive ODE funding for this program. Although ODE does not fund this program in full, it is a wonderful Employment First initiative.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 114-16: 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 October 25, 2016.

B. Concurrence with the transfers/advances & payment of bills for programs operated by the Allen County Board of Developmental Disabilities during October 2016.

C. Accept Personnel Report

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

D. Accept Inspection Reports

Type: School Environment Inspection  
Company: Allen County General Health District  
Date: November 2, 2016  
Results: No citations.  
Corrective Action: Two future requirements noted & completed.

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

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

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Fleming, yes

VIII. Superintendent's Report

A. New monthly report on agency and Superintendent activities for October & November 2016

B. Administrative

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

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on November 22, 2016

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

<u>Vendor</u>	<u>Relationship</u>	<u>Service</u>
Dawn Mooney	Mother	Family Support Services – Reimbursement for Gas Card
Danielle Morales	Mother	Family Support Services – Reimbursement for Gas Card
Allyssa Kantner	Mother	Family Support Services- Reimbursement for Gas Card
Kristy Guy	Mother	Family Support Services- Reimbursement for Adaptive Equipment & Seminar
Renee Fisher	Mother	Family Support Services- Reimbursement for Gas Card
Stephanie Green	Grandmother	Family Support Services- Reimbursement for Gas Card

ETHICS COUNCIL RECOMMENDATION 115-16: The Ethics Council recommended and so moved that the Board approve the Direct Service Contracts 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  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. Fleming, yes

B. Finance Committee – Met November 18, 2016

Martha Nance, Director of Business, reported that the revenue for the month of October was approximately \$337,178,000. October expenditures were approximately \$746,163. The Finance Committee reviewed the 3<sup>rd</sup> Draft of the 2017 Budget.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met November 22, 2016

Policy 8.13 Non-Medicaid Adult Day Services/ Non-Medical Transportation - This policy is updated to hold static the adult day budgets for individuals who are not enrolled on an HCBS waiver in light of rule changes to increase budgets for those on waivers. It also is recommended to change the practice in authorizations for individuals in nursing facilities for future adult day and NMT enrollment unless the individual is recommended for specialized services.

Policy 1.46 Public Records - These changes are recommended due to an update in the Ohio Public Record's Law §149.43.

Policy 1.13 Table of Organization is being presented with a new format for ease of reading.

POLICY COMMITTEE RECOMMENDATION 116-16: The Policy Committee recommended and so moved that the Board approve changes to Policy 8.13, Policy 1.46 and Policy 1.13 as described.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Ms. Montrose, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Conrath, yes  
Mr. Fleming, yes

XI. New Business

A. Funding for Home and Community Based Waiver Services for 2017

There were significant changes executed in 2016 that impact how we manage Medicaid match for 2017. Our match commitment is currently 37.64%. We now pay this on all waiver services, including those provided by Marimor Industries, Inc. There are also significant changes expected in day waiver rules that impact our match commitment. We have done our best to analyze what is to come; however, there are so many

uncertainties with the provision of services we undertake each year. In our budget, Medicaid match for all HCBS services is now shown together. This should add clarity given we are no longer a provider of services. This commitment this year takes into account the potential increase of \$107,000.00 due to the redesign of adult day services in early 2017. We are now authorizing approximately \$14,700,000.00 in Medicaid services annually.

SUPERINTENDENT RECOMMENDATION 117-16: Superintendent Schnipke recommended the Board commit \$2,188,918.00 as payment for the non-federal share of Medicaid expenditures for home and community-based services during 2017, in accordance with §5126.0510 of the Ohio Revised Code to assure services will be available in a manner that conforms with all applicable state and federal laws. The Board will also pay associated fees as required by the State. It is fully understood the payment of the non-federal share represents an ongoing financial commitment by the Allen County Board of Developmental Disabilities. This commitment assumes the continuation of \$2,520,743.00 in State allocation.

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

B. Abolish Position

Due to the resignation of an Educational Aide last month and the reassignment of an Educational Aide we find we only need 7 full time educational aides for this school year. The new Table of Organization reflects this change.

SUPERINTENDENT RECOMMENDATION 118-16: Superintendent Schnipke recommended the one vacant educational aide position be abolished at this time.

Mr. McPheron moved.

Mr. Conrath seconded.

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

C. Amend Position Description for Secretary/Receptionist – School

SUPERINTENDENT RECOMMENDATION 118-16: Superintendent Schnipke recommended the Board amend the job description for CS-204 Secretary/Receptionist – School changing the work schedule back to standard instead of flexible.

Mr. McPheron moved.

Mrs. Weaver seconded.

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

XII. Board Discussion

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mrs. Weaver moved to adjourn into Executive Session to the Superintendent’s Evaluation at 6:10 p.m.

Mr. Conrath seconded the motion.

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mr. McPheron moved to reconvene into Regular Session at 7:14 p.m.

Ms. Montrose seconded the motion.

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Fleming, yes

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 7:15 p.m.

Ms. Montrose seconded the motion to adjourn.

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. Fleming, yes

Regular Board Meeting  
December 20, 2016  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

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Phyllis Montrose, Recording Secretary