

February 28, 2017

10-17 Approval of the Agenda

11-17 Approval of the Minutes of the January 31, 2017 Organizational Board Meeting and the January 31, 2017 Regular Board Meeting

Accept the resignation of Brook Miller as Educational Aide

Accept the following Inspection Report:

Asbestos Surveillance Report

12-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

13-17 Approval to Give Formal Notice to the Ohio Department of Health to No Longer Provide Help Me Grow Home Visiting as of June 30, 2017

14-17 Approve the Position Description for the Community Connections Specialist

15-17 Approve the following Policies

Adopt Policies:

Policy 3.17 Business Associate Agreements

Policy 3.18 Notice of Privacy Practices

Policy 3.19 Non-Intimidation and Non-Retaliation

Policy 3.20 HIPAA Documentation

Policy 3.21 Privacy Complaints

Policy 3.22 Policy Updates and Staff Training

Policy 5.11 Non-Union Vacation

16-17 Recommend Placing Items on GovDeals.net for Auction

17-17 Approve the Purchase of Wheelchair Accessible Van

18-17 Review 2016 Strategic Plan/Annual Action Plan Updates and Plan for 2017 Strategic Planning Process

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES  
February 28, 2017

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, February 28, 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, excused
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:

This month the vision was read by Administrative Assistant, Gina Wurth. Gina has worked for our agency since June of 1988, almost 29 years. She has worked in the similar departments of: Case Management, Community Support Services and now the Quality and Support Services Department. Gina has kept those departments organized and on top of many things through the years. Those service areas have seen growth in staff from 3 to over 40 through the years. Gina has seen many changes through the years with at least three different directors; however, she has been a constant, dependable staff member.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 10-17:

Ms. Montrose moved to approve the agenda.

Mr. Fleming seconded the motion to approve the agenda.

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

IV. Correspondence

V. Hearing of the Public

VI. Staff Report – Barb Blass and Theresa Schnipke gave the Board a short analysis on where we are with Help Me Grow Home Visiting and the vision for Early Intervention services as we move through 2017. Barb reported that all new referrals are being referred to Early Head Start. Transitioning families will be contingent on the new provider and timing. The best scenario would be for the transition to be seamless. It is her hope that current home visitors will transition to the new agency and services will not be interrupted for families. If this is not the case, families will be informed that their services will stop temporarily until another agency is awarded the program. Families will be given referral information and Barb will assist the new agency’s supervisor with the transition.

The SFY18 Service Coordination grant is not yet available but with the increase in the number children served, we are hoping for an increase in funds so that an additional service coordinator can be added. Beginning in April, this department will begin using the productivity and efficiency rate generated from Gatekeeper. They currently just use Gatekeeper for case noting.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 11-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes of the annual organizational meeting held on January 31, 2017 and the regular meeting held on January 31, 2017 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
  - 1. Resignation
    - a. Brook Miller resigned as an Educational Aide effective February 10, 2017.
- C. Inspection Reports
  - Type: Asbestos Surveillance Report
  - Company: Mike Fitzgerald, Maintenance Foreman
  - Date: February 5, 2017
  - Scope: Marimor School and Marimor Industries Buildings
  - Results: No changes and all areas undisturbed.

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

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

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes

VIII. Superintendent's Report

A. Superintendent activities for February 2017

B. Administrative

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

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on February 28, 2017

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>
Jessica Hoover	Cousin	Family Support Services- Respite Care
Heather Hatcher	Mother	Family Support Services- Reimbursement for Adaptive Equipment
Danielle Morales	Mother	Family Support Services – Reimbursement for Gas Card
Julia Aust	Mother	Family Support Services – Reimbursement for Gas Card
Allyssa Kantner	Mother	Family Support Services – Reimbursement for Gas Card
Mindy Clay	Mother	Family Support Services- Reimbursement for Adaptive Equipment
Greg Zack	Father	Family Support Services- Reimbursement for Diapers

ETHICS COUNCIL RECOMMENDATION 12-17: 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.

Mrs. Weaver seconded the motion.

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes

B. Finance Committee – Met February 24, 2017

President Garlock reported that the revenue for January was about \$12,000 under budget and expenditures were approximately \$54,000 under budget. This is all mainly due to timing issues. The Finance Committee also discussed the Help Me Grow Home Visiting program.

C. Personnel Committee- Met on February 6, 2017

Mr. Fleming reported that the Personnel Committee discussed the costs associated with the school program and discussed some possible changes that could be implemented for the 2017/2018 school year that could help reduce our current costs.

PERSONNEL COMMITTEE RECOMMENDATION 13-17: The Personnel Committee recommended that Superintendent Schnipke give formal notice to the Ohio Department of Health that after June 30, 2017 the Allen County Board of Developmental Disabilities will no longer provide the services of Help Me Grow Home Visiting.

Mr. Fleming moved.

Mr. McPheron seconded the motion.

Ms. Montrose, abstain

Mrs. Weaver, yes

Mr. Fleming, yes

Mr. McPheron, yes

Mr. Garlock, yes

PERSONNEL COMMITTEE RECOMMENDATION 14-17: The Personnel Committee recommended that the Board approve adding the position & approve the job description for the Community Connections Specialist that was planned and budgeted for 2017. This position is full-time, exempt, grade 8 with flexible hours due to weekend and evening activities required. This person will focus on the Board’s community integration activities, promote the Aktion Club activities, assist with coordination of the FANS programs and assist with some public relation efforts, including the agency newsletter.

Mr. Fleming moved.

Ms. Montrose seconded the motion.

Mrs. Weaver, yes

Mr. Fleming, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Garlock, yes

D. Planning Committee

E. Policy Committee - Met February 28, 2017

Policies 3.17-3.22 are a continuation of a new chapter called Confidentiality, Privacy and Computer Security.

Policy 3.17 Business Associate Agreements - required for all individuals who contract with the Board and will have access to Protected Health Information.

Policy 3.18 Notice of Privacy Practices - required to be given to all individuals served. Updated Board practices and the notice to be used.

Policy 3.19 Non-Intimidation and Non-Retaliation - sets standards by which the Board will act for HIPAA complaints.

Policy 3.20 HIPAA Documentation - Process for Privacy Officer to follow in keeping HIPAA related records.

Policy 3.21 Privacy Complaints - Sets standards for how complaints will be handled.

Policy 3.22 Policy Updates and Staff Training- requirements on how staff are trained and policies updated.

Policy 5.11 Non-Union Vacation - the Board has not had a vacation policy. This was drafted and then reviewed by Steve Postalakis, Esq. with Blaugrund, Kessler, Myers & Postalakis to ensure compliance with all county, state and federal guidelines. No change to practices at the Board.

POLICY COMMITTEE RECOMMENDATION 15-17: The Policy Committee recommended and so moved that the Board approve policies: Policy 3.17 Business Associate Agreements, Policy 3.18 Notice of Privacy Practices, Policy 3.19 Non-Intimidation and Non-Retaliation, Policy 3.20 HIPAA Documentation, Policy 3.21 Privacy Complaints, Policy 3.22 Policy Updates and Staff Training, Policy 5.11 Non-Union Vacation.

Ms. Montrose moved.

Mrs. Weaver seconded the motion.

Mr. Fleming, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Garlock, yes

#### XI. New Business

##### A. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 16-17: 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.

<b>TAG #</b>	<b>DESCRIPTION</b>
20350	12' Folding Bench tables on wheels for Cafeteria
20351	12' Folding Bench tables on wheels for Cafeteria
20352	12' Folding Bench tables on wheels for Cafeteria
20353	12' Folding Bench tables on wheels for Cafeteria
20355	12' Folding Bench tables on wheels for Cafeteria
20356	12' Folding Bench tables on wheels for Cafeteria
20983	5 dr putty file cabinet
24345	Grey High back rolling chair
24398	Standing Flip Chart
24726	HP Laserjet Printer
24846	Rolling Wood Cubby
24847	Rolling Wood Cubby
25433	Grey desk rolling chair
25869	Stainless refrigerator
25944	Hon 4 drawer file cabinet
26154	Folding 5 foot round table with wheels
26423	Brother Printer

26424 Brother Printer  
 26449 Tan locking storage cabinet  
 26451 Tan locking storage cabinet  
 26559 Brother Printer  
 26560 Brother Printer  
 26571 Catalyst Express 500 Series Switch (In IT Office)  
 26572 Catalyst Express 500 Series Switch (In IT Office)  
 26573 Catalyst Express 500 Series Switch (In IT Office)  
 26574 Catalyst Express 500 Series Switch (In IT Office)  
 26575 Catalyst Express 500 Series Switch (In IT Office)  
 26576 Catalyst Express 500 Series Switch (In IT Office)  
 26581 Catalyst Express 500 Series Switch (In IT Office)  
 26582 Catalyst Express 500 Series Switch (In IT Office)  
 26583 Catalyst Express 500 Series Switch (In IT Office)  
 26747 Black leather rolling chair  
 26878 Brother Printer  
 27437 Brother Printer  
 27968 DL380 G7 HP ProLiant Server (In IT Office)

Inv #  
 10676 Truck - 1987 Ford Van Truck Vin # 1FDPF82H2HVA03863

NN Bookcase - Black metal  
 NN Chair - Grey desk chair  
 NN Computer Server DL380 G7 HP ProLiant (In IT Office)  
 NN Computer Web Filtering - Fortinet FortiGate 110C (In IT Office)  
 NN Computer - Cisco FastHub 400 Series Switch (In IT Office)  
 NN Fax Machine - Xerox Omni Fax Workcenter 665  
 NN Maintenance/Building supply - MISC - Stainless Steel Sink  
 NN Monitor Stands - 2 for Acer 23" monitor  
 NN Monitor Stands - 6 for Acer 20" monitor  
 NN Monitor Stands - 2 for HP 17" monitor  
 NN Monitor Stand for Dell  
 NN Office Supply - Misc - Toners, Drums, Binders, green hanging folders, folders, 2  
 NN hole punch, label maker, floppy disc, stamp pad, ink, etc.  
 NN Phones - Standard Axxess Telephone - 2 - in Chris office  
 NN Phones - Handsets - 4 - in Chris office  
 NN Phones - Verizon Mobil Hotspot - 2 - in Chris office  
 NN Phones - Samsung Convoy 3 cell phones - 10 - in Chris office  
 NN Phones - Motorola Cell Phones - 4 - in Chris office  
 NN Phones - Otter Phone Cases - 2 - in Chris office  
 NN Printer - Brother HL-5450DN  
 NN Printer - Brother HL-5250DN  
 NN Printer Epson C88  
 NN Printer Epson C88  
 NN Printer Epson C88  
 NN Printer Epson C88  
 NN Printer Epson C88  
 NN Printer Epson C88  
 NN Toys - misc  
 NN Travel Bag - for Travelwell 8 laptop

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

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

Mr. Fleming, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes

**B. Approve the Purchase of Wheelchair Accessible Van**

We have been planning to purchase a wheelchair accessible van since transition last summer using a combination of donations and proceeds from the 2016 Chicken BBQ and other donated funds. We have chosen a 2017 Ford Transit 350XL V4X Wheelchair Van at the cost of \$47,441 with delivery. We will use \$8,652.70 from BBQ proceeds, \$2,304.00 from direct donations toward the van during the BBQ promotion and \$36,484.30 from Unspecified Donation Funds.

SUPERINTENDENT RECOMMENDATION 17-17: Superintendent Schnipke recommended that Board approve the purchase of the wheelchair van as described for the use by the children served at Marimor School and other children served in Early Intervention and Service and Support Administration, and Adults served in Service and Support Administration.

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

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

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes

**C. Review 2016 Strategic Plan/Annual Action Plan Updates and Plan for 2017 Strategic Planning Process**

The second half updates for the 2016 Annual Action Plan and the finalized goals for the 2017 Program Evaluation were reviewed. Superintendent Schnipke has spoken to Kim Linkinhoker, a former staff member with the Ohio Association of County Boards Serving Individuals with Developmental Disabilities (OACB), about assisting with our 2018-2021 Strategic Plan. Mr. Linkinhoker is interested in assisting us and Superintendent Schnipke is consulting with a county he recently contracted with for this service. Our process does not need to be overly extensive so it would appear that Mr. Linkinhoker can assist us for less \$10,000 which is much less than budgeted.

SUPERINTENDENT RECOMMENDATION 18-17: Superintendent Schnipke recommended the Board approve entering into an agreement with Kim Linkinhoker for Strategic Planning services for 2017, if both parties are mutually agreeable after review.

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

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

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes



XII. Board Discussion.

XIII. Other Items to Come Before the Board

Superintendent Schnipke will have a webinar ready after the April Board Meeting as part of the Board Training. Also, on June 27 there will be a 2 hour Board Training at Lima Community Church. The topic will be Making Ethical Decisions with Scarce Resources. One session will be from 9:00 am to 11:00 am and the second session will be from 1:00 pm to 3:00 pm. This training is optional as other trainings will likely be available yet this year.

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 6:28 p.m.

Ms. Montrose seconded the motion to adjourn.

Ms. Montrose, yes  
Mr. McPheron, yes

Mrs. Weaver, yes  
Mr. Garlock, yes

Mr. Fleming, yes

Regular Board Meeting  
April 25, 2017  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

\_\_\_\_\_  
Phyllis Montrose, Recording Secretary