

April 28, 2015

- 27-15 Approval of the Agenda
- 28-15 Approval of the Minutes of the February 24, 2015 regular meeting
Concurrence with the payment of bills in February, pages 3-5, 7-10, 12, 15, 17-20, and 23-29
and in March, pages 1- 2, 4-7, 9-13, 15-17, 19-21, 23-25, 28-34 and 36
Accept Personnel Report
 - Hire of Brooke Shultz as Part Time Employment Specialist
 - Resignation of Audree Crites as Instructor – School Age
 - Probationary Removal of Jessica Ladd as Part Time Employment Specialist
 - Resignation of Jessica Gehret as Help Me Grow Home VisitorAccept the following Inspection Report
 - Allen County Health Department – Unannounced School Environmental Inspection
- 29-15 Concurrence with the payment of bills in February, pages 1-2, 6, 11, 13-14, 16, 21, 22, and 30 and
in March, pages 3, 8, 14, 18, 22, 26, and 27
- 30-15 Concurrence with the payment of bills in March, page 35
- 31-15 Approve Tax Budget
- 32-15 Approve the following Finance Actions:
 - Inter-Fund Transfer
 - Intra-Fund Transfer
 - Supplemental Appropriation
- 33-15 Approve the following Policy Actions:
 - Policy 4.10 Field Trips – Adopt as Revised
 - Policy 4.11 Assistance for Individuals Serviced on Board Vehicles – Adopt as Revised
 - Policy 4.12 Vehicle Operating Policy – Adopt as Revised
 - Policy 8.1.5 Family Support Services – effective 8/24/15 – Adopt as Revised
 - Policy 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction
Adopt as Revised
 - Policy 4.09 Transportation Pick-Up/Drop-Off Safety – Reviewed
- 34-15 Enter into Bus Lease Agreement with the ARC of Allen County
- 35-15 Enter into Contract with the Board of County Commissioners for Service Coordination and Central
Coordination
- 36-15 Modify Employment Services Support Position Description
- 37-15 Recommend Placing Items on GovDeals.net for Auction

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
April 28, 2015

5:30 p.m. Regular Board Meeting
Conference Room
2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, April 28, 2015 in the Administration building conference room. President Fleming called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Patrick Conrath, excused	Mr. Martin Garlock, present	Mrs. Linda Lehman, excused
Mr. Robert McPheron, present	Mrs. Ariel Meister, present at 5:40	Ms. Phyllis Montrose, present
Mr. Thomas Fleming, 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: Carl Houts read the vision and Karen McCullough accompanied him. Karen has been Carl's Service and Support Associate for the last 12 years. Carl currently works at Marimor Industries. He has been with Marimor since he was a child. He likes to work on the lids and also on the shredder. Carl also receives services from RMS. He is going to start working at the Goodwill store very soon. His job will be to hang up clothes. Carl is involved in Special Olympics. He is on the track team and plays basketball. He likes to volunteer and go to church. He is a member of the Aktion Club. He recently helped with the Kiwanis Chicken BBQ.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 27-15:

Mr. Garlock moved to approve the agenda.

Mr. McPheron seconded the motion to approve the agenda.

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

IV. Correspondence

- Letter from Director John Martin, February 4, 2015
- Letter from Bridget Gargan Re: Association Membership

V. Hearing of the Public

VI. Reports – Jeannie Stahl gave a preliminary report on the Good Life Training. The Good Life training is a four month program. They meet every Wednesday for eight hours. The program is through the Ohio Association of County Boards of DD. It is about a culture shift in our organization. The Board received a \$25,000 grant for this program. We have 12 county board staff from all different departments within our agency as well as four providers (Benchmark, I.H.S., CRSI and Goodwill Easter Seals) that are involved in the training. The programs makes us look at how we treat people in general, how we deal with conflicts and challenges and gives us tools to use to help solve the conflicts and challenges.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 28-15: Superintendent Baldrige 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 February 24, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of February pages 3 – 5, 7 – 10, 12, 15, 17 – 20, and 23 – 29 and during the month of March, pages 1, 2, 4 – 7, 9 – 13, 15 -17, 19 – 21, 23 – 25, 28 – 34 and 36.
- C. Accept Personnel Report
 - 1. New Hires
 - a. Brooke Shultz was hired as a Part Time Employment Specialist effective April 24, 2015 at an hourly rate of \$12.80.
 - 2. Terminations
 - a. Audree Crites resigned as an Instructor – School Age effective March 13, 2015.
 - b. Jessica Ladd was removed during probation effective March 20, 2015.
 - c. Jessica Gehret resigned from her position as a Help Me Grow Home Visitor effective May 1, 2015.

D. Accept Inspection Report

Type:	Unannounced School Environmental Inspection
Inspector:	Allen County Health Department
Date:	February 19, 2015
Findings:	In Compliance
Corrective Action:	N/A

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Mrs. Meister, yes
Mr. Fleming, yes

Ms. Montrose, yes

VIII. Exception Agenda

A. Payment of Bills

SUPERINTENDENT'S RECOMMENDATION 29-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of February, pages 1, 2, 6, 11, 13, 14, 16, 21, 22, and 30 and March, pages 3, 8, 14, 18, 22, 26, and 27.

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Mrs. Meister, yes
Mr. Fleming, abstain

Ms. Montrose, yes

SUPERINTENDENT'S RECOMMENDATION 30-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of March, page 35.

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

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

Mr. Garlock, yes
Ms. Montrose, yes

Mr. McPheron, abstain
Mr. Fleming, yes

Mrs. Meister, yes

IX. Superintendent's Report

A. Administrative

1. Children's Services Report, February and March
2. Adult Services Report, February and March
 - Marimor Industries Financial Reports included for Finance Committee only
3. Community Support Services Report, February and March
 - LODDI, Inc. Board minutes of February 12, 2015
 - LODDI Financial Reports included for Finance Committee Only
4. Human Resource Report, February and March
HR Newsletter, March and April

X. Old Business

XI. Committee Reports

A. Ethics Council

B. Finance Committee – Met March 26 and April 24, 2015

President Fleming reported that the revenue for the month of March was \$865,475 over budget. March expenditures were \$49,099 under budget.

Martha Nance, Director of Business, reported that The Billing Connection (the agency that currently does our Medicaid billing) has not billed anything since January. She believes that February will be billed by the end of April.

The Board reviewed the 5 Year Projection Based on Different Mills report that was provided by Martha. She will do another revision that will include the loss of our Tangible Personal Property Tax.

Submitting a Tax Budget to the County Auditor is required by law annually so that the Budget Commission can determine whether we need to increase our tax levy for the upcoming year. In practice, it is our Board that recognizes the need and takes appropriate action.

FINANCE COMMITTEE RECOMMENDATION 31-15: The Finance Committee recommended and so moved that the Tax Budget for 2016 be approved as presented and submitted to the Allen County Auditor as required by law.

Mr. Garlock moved.

Mr. McPheron seconded the motion of the Finance Committee.

Mr. Garlock, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Fleming, yes

Mrs. Meister, yes

FINANCE COMMITTEE RECOMMENDATION 32-15: The Finance Committee recommended and so moved that the following transfers and supplemental appropriation be approved as presented:

Inter-Fund Transfer

From 10010194 940001 General Fund, Administration, Advance Out
To 24600492 590902 Early Childhood Special Education, IDEA FY 15, Advance In.
\$750, budgeted advance to cover timing issues

Intra-Fund Transfer

From 40040731 360410 General Fund, VRP3, Travel – Counselors
To 40040731 380808 General Fund, VRP3, Staff Development
\$1,000 to train new Contract Counselor

Supplemental Appropriation

To 10010117 179001 General Fund, Medicaid and Stabilization Fund
\$4,232,972.65 to appropriate carryover funds for future needs

Mr. Garlock moved.

Mrs. Meister seconded the motion of the Finance Committee.

Mr. McPheron, yes
Mr. Garlock, yes

Mrs. Meister, yes
Mr. Fleming, yes

Ms. Montrose, yes

C. Planning Committee

D. Policy Committee

Policy 4.09, Transportation Pick-Up/Drop-Off Safety, was reviewed and no changes were proposed. The Field Trip Policy had just very minor wording changes. In the Assistance for Individuals Served on Board Vehicles, the name of the behavior plan has again been changed. Policy 4.12, Vehicle Operating Policy, has been revised to mirror what our insurance agent, CORSA has recommended. We lightened up the requirement for personal auto insurance for all staff and limiting the mandates to drivers. We also decreased the amount of coverage required by those who have had a DUI or had their license suspended. We are finding the current policy to be very difficult to comply with.

The Ohio Department of Developmental Disabilities has rescinded the Family Support Services rule, leaving the decisions regarding the administration of this program to the local Board. The Family Support Services Committee has recommended eliminating the co-pay for families. It is minimal revenue and seems to be unnecessary paperwork and aggravation for the amount of revenue that has been generated. Other changes proposed include changing the name of the service, clarification of service categories and other things that had been required by rule but no longer apply. Language was added about medication administration requirements. They also proposed eliminating the Board as the appointing authority for the committee.

POLICY COMMITTEE RECOMMENDATION 33-15: The Policy Committee recommended and so moved that the following actions on policies:

1. Approved the Revisions to the Following Policies
 - Policy 4.10 Field Trips
 - Policy 4.11 Assistance for Individuals Served on Board Vehicles
 - Policy 4.12 Vehicle Operating Policy
 - Policy 8.1.5 Family Support Services – effective 8/24/15
 - Policy 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction
2. Review Policies with No Recommended Changes
 - Policy 4.09 Transportation Pick-Up/Drop-Off Safety

Mrs. Meister moved.

Ms. Montrose seconded the motion of the Policy Committee.

Mr. McPheron, yes
Mr. Garlock, yes

Mrs. Meister, yes
Mr. Fleming, yes

Ms. Montrose, yes

XII. New Business

A. Enter into Bus Lease Agreement with the Arc of Allen County

Annually, the Arc requests to lease a bus from the Board to transport children to and from Day Camp at Camp Robin Rogers. We provide the bus and the maintenance. The Arc provides coverage for the Board on their insurance, a qualified driver and fuel. Because they serve clients of the Board, they pay \$1 per year for this usage.

SUPERINTENDENT RECOMMENDATION 34-15: Superintendent Baldrige recommended that the Board approve the Bus Lease Agreement with the Arc of Allen County in accordance with the attached agreement.

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

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

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

B. Enter into Contract with the Board of County Commissioners for Service Coordination and Central Coordination

The Allen County Family and Children First Council has again selected our Board to provide Central Coordination and Service Coordination as part of the Help Me Grow Program. The State is proposing to cut the funds for Central Coordination in half because we have carryover money which was intended for health insurance increases and unemployment. The Family and Children First Council is still in discussion with Ohio Department of Health regarding this cut.

SUPERINTENDENT RECOMMENDATION 35-15: Superintendent Baldrige recommended that the Board enter into Contract with the Board of Commissioners, Allen County for the provision of Central Coordination with revenue of \$54,300 and Service Coordination with revenue in the amount of \$140,961 from Federal Part C funds and \$86,395 from State General Revenue Funds.

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

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

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

C. Modify Employment Services Support Position Description

The position of Employment Services Support was recently reviewed. A question had been raised regarding whether or not it was graded properly. The Committee decided the job should be a grade 3, not a grade 2. If the Board concurs, the person holding the position will receive an adjustment in their rate of pay.

SUPERINTENDENT RECOMMENDATION 36-15: Superintendent Baldrige recommended that the Board modify the position of Employment Services Support, AS-110, changing the job grade to 3 effective 4/30/15.

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

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

Mr. Garlock, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Fleming, yes

Mrs. Meister, yes

D. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 37-15: Superintendent Baldrige recommended that the Board recommend the Allen County Commissioners declare the items on the attached list to be 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.

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

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

Mr. Garlock, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Fleming, yes

Mrs. Meister, yes

XIII. Board Discussion

Superintendent Baldrige reported that the construction on the new building is very close to being finished. They will be working on the punch list early next week. We still need to have the doors and furniture installed. The floors need to be waxed and cleaning needs to be done. We hope to take occupancy by the end of May. Superintendent Baldrige will give the Board a tour at the next board meeting.

Mr. Fleming gave an update on a webinar he attended as the Advocacy Chair for the Board. He reported that the state budget has passed the House and it appears that the Tangible Personal Property Tax money that we currently receive with be going away.

The 2011 and 2012 Cost Report Audits are complete. We received no recommendations. The Board does not feel that an exit conference is needed.

XIV. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES

Mrs. Meister moved to adjourn into Executive Session to discuss personnel issues at 6:40 p.m.

Mr. Garlock seconded the motion.

Mr. Garlock, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Fleming, yes

Mrs. Meister, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into Regular Session at 7:12 p.m.

Ms. Montrose seconded the motion.

Mr. Garlock, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Fleming, yes

Mrs. Meister, yes

XV. Adjournment

Mrs. Meister moved to adjourn the meeting at 7:13 p.m.

Ms. Montrose seconded the motion to adjourn.

Mr. McPheron, yes
Mr. Garlock, yes

Mrs. Meister, yes
Mr. Fleming, yes

Ms. Montrose, yes

Regular Board Meeting
May 26, 2015
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801

Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary