

February 24, 2015

- 19-15 Approval of the Agenda
- 20-15 Approval of the Minutes of the January 26, 2015 regular meeting
 - Concurrence with the payment of bills in January pages 3-6, 8-10, 12-13, 15, 17-19, and 22-29
 - Accept Personnel Report
 - Hire of Shelly Burkhart as VR Contract Coordinator
 - Accept the following Inspection Reports
 - Industrial Safety Survey – Dean Bidlack, Industrial Safety Consultant Specialist, BWC
 - Unannounced School Environment Inspection – Allen County Health Department
 - Food Service Operation Inspection – Lima Fire Equipment Company
 - Fire Extinguisher Inspection – Lima Fire Equipment Company
 - Sprinkler System Fire Inspection – Lima Fire Equipment Company
- 21-15 Concurrence with the payment of bills in January, pages 1, 7, 11, 14, 16, 20 and 21
- 22-15 Concurrence with the payment of bills in January, page 2
- 23-15 Approve Adam Hawkins be required to Disclose to the Individuals He is Working with that His Wife Works for Goodwill Easter Seals of Miami Valley
- 24-15 Abolish the following Position Descriptions
 - Job Developer AS-304
 - Instructor – Preschool CS-304
- 25-15 Enter into Collaboration Agreement for Preschool Classrooms with the Educational Service Center
- 26-15 Create a Public Relations Position

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
February 24, 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, February 24, 2015 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
Mrs. Ariel Meister, excused

Mrs. Linda Lehman, present
Ms. Phyllis Montrose, 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: Fred Barker read the vision. Fred has received services from the Board for a number of years. He graduated from Marimor School in 1994. After graduating, Fred went to work at Marimor Industries for a short time before starting work at the American Mall. Fred currently works for Texas Roadhouse. He has been employed there as a dishwasher for the last 14 years. Fred works four days (25 hours) per week. When he is not working, Fred likes to play video games, watch movies and shop. Fred lives at Gatehouse Apartments. He uses the Board's transportation to get to and from work. Fred stated that Marimor has helped him a lot and he feels that he is getting all of the services that he needs. Fred received the Man of the Year award from the Board in 2008.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 19-15:

Mr. Garlock moved to approve the agenda.

Mr. Conrath seconded the motion to approve the agenda.

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Conrath, yes

Mr. McPheron, yes
Mr. Fleming, yes

IV. Correspondence

V. Hearing of the Public

Jeremie Boop, Technology Coordinator for the Board, gave a demonstration on using an iPad to download the Board Report each month instead of using the Board Portal. Superintendent Baldrige would like to start using the iPads in April.

VI. Reports – Theresa Schnipke and Melissa Selhorst presented on Person Centered Planning. This new planning process teaches staff a new way to think and gather information on individuals. It helps staff to learn what and who is important to the individuals, identifies the individuals routines, rituals, hopes and dreams. The new process makes each plan more meaningful and has a clearer purpose for individuals. Theresa stated that they are currently working on developing a volunteer network to help individuals achieve better lives by helping them to get out and do the things they want to do and enjoy doing. Providers are also involved in this process. The direct care staff need to be a part of the plan in order for the plan to be successful because they are with the individuals for the majority of each day.

Along with the Person Centered Planning is a new software program called Imagine which is provided by the Department of Developmental Disabilities (DODD). It is a free web-based program that has been in development for the last five years that county boards can use for the plans. DODD sponsors and supports the Imagine software.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 20-15: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the Organizational Meeting and the Regular Meeting of the Allen County Board of Developmental Disabilities held on January 26, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of January pages 3 – 6, 8 – 10, 12 – 13, 15, 17 – 19, and 22 – 29.
- C. Accept Personnel Report – Updated 1/2/15
 - 1. New Hires
 - a. Shelly Burkhart had been hired in the position of VR Contract Coordinator effective March 9, 2015 at an annual salary of \$33,000.

D. Accept Inspection Reports

Type: Industrial Safety Survey
Inspector: Dean Bidlack, Industrial Safety Consultant Specialist, BWC
Date: September 23, 2014
Finding: Six areas of concern
Corrective Action: All areas have been corrected.

Type: Unannounced School Environmental Inspection
Inspector: Allen County Health Department
Date: November 13, 2014
Findings: In Compliance
Corrective Action: N/A

Type: Food Service Operation Inspection
Inspector: Lima Fire Equipment Company
Date: December 16, 2014
Findings: In Compliance
Corrective Action: N/A

Type: Fire Extinguisher Inspection
Inspector: Lima Fire Equipment Company
Date: December 18, 2014
Findings: In Compliance
Corrective Action: N/A

Type: Sprinkler System Fire Inspection
Inspector: Lima Fire Equipment Company
Date: December 22, 2014
Finding: In Compliance
Corrective Action: N/A

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

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

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

VIII. Exception Agenda

SUPERINTENDENT'S RECOMMENDATION 21-15: 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 January, pages 1, 7, 11, 14, 16, 20 and 21.

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

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

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

SUPERINTENDENT'S RECOMMENDATION 22-15: 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 January, page 2.

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

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

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

IX. Superintendent's Report

A. Administrative

1. Children's Services Report
2. Adult Services Report
 - Marimor Industries Financial Reports included for Finance Committee only
3. Community Support Services Report
4. Human Resource Report and HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council

The wife of one of our VR Contract Coordinators has accepted a position as a direct service provider for Goodwill Easter Seals of Miami Valley. The Coordinator makes referrals to Goodwill Easter Seals in the course of his employment. We posed the question to Opportunities for Ohioans with Disabilities regarding this potential conflict of interest. They considered whether he can purchase service from the provider but not his wife, not purchase services from the provider at all, or purchase services from the provider regardless of who provides the service. They also considered whether or not there would be a requirement of disclosure of the relationship as part of the provider choice process. OOD determined that he can purchase services from the provider regardless of who provides the service because OOD reviews the individual plan and actually makes the authorizations. Their opinion regarding whether or not he needed to disclose the issue was that it would depend on their professional licensing boards if applicable. Neither holds a professional license.

Even though this has been determined by OOD to not be an issue, Superintendent Baldrige asked the Ethics Council to consider the question. Regardless of the OOD stance, our Board wants to maintain the highest ethical standards. Based on OOD's opinion, we need to allow him to recommend the purchase of service from his wife. However, Superintendent Baldrige recommended we require full disclosure during the discussion regarding the choice of provider. Superintendent Baldrige believed this would hold our VR Coordinator to an ethical standard acceptable to our Board.

Ethics Council's Recommendation 23-15: The Ethics Council recommended and so moved that Adam Hawkins be required to disclose to the individuals he is working with in writing that his wife works for Goodwill Easter Seals of Miami Valley when they are choosing a provider for the services they are requesting. Additionally, the Supervisor will conduct periodic reviews to ensure that there are not a disproportionate number of referrals being made to Goodwill Easter Seals of Miami Valley.

Mr. McPheron moved.

Mr. Garlock seconded the motion.

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. McPheron, yes

Mr. Garlock, yes
Mr. Fleming, yes

B. Finance Committee – Met February 20, 2015

Mr. Garlock reported that the revenue for January was approximately \$908,700, which was 4.2% under budget. The expenditures for January were approximately 1.3 million dollars, which was almost 6% under budget. Expenditures were down for several reasons. The VR partner payments were not made because the VR contract has not been finalized yet and the payout of compensatory times was lower than anticipated.

Mr. Garlock stated that Superintendent Baldrige and Martha Nance met with The Billing Connection (TBC) regarding our concerns with the timeliness of our Medicaid billing. It was decided that we would contract with TBC on a quarterly basis and we would not pay them for their services until 30 days after the bills are submitted.

The Finance Committee reviewed the Strategic Plan and the 5 Year Projection was updated. We will be preparing for a levy this year. We will need to determine what type and what size of a levy the Board will need.

C. Planning Committee – Met February 18, 2015

1. Review Strategic Plan Action Steps

The Planning Committee reviewed the action steps that have been developed for the Strategic Plan for 2015.

E. Policy Committee

XII. New Business

A. Abolish Position Descriptions

The Instructor Preschool position should be abolished based on the Board’s decision last month to discontinue preschool next year and to complete this year with a newly created part-time position. Additionally, since the resignation of Job Developer Jeff Ducey, his position should be abolished. We had created an extra position to cover his workload during his extended absence.

SUPERINTENDENT RECOMMENDATION 24-15: The Superintendent recommends that the Board abolish the following positions:

Job Developer	AS-304
Instructor – Preschool	CS-304

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

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

Mr. Conrath, yes

Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

B. Enter into Collaboration Agreement for Preschool Classrooms

Dr. Dean Wittwer, Superintendent of the Educational Service Center contacted the Superintendent about the possibility of using our vacated preschool classroom for ESC operated preschool classes. We advised him that we actually have two that could be used. This would be better for the teachers to have someone similarly

situated to collaborate with. In the course of the discussion, Dr. Wittwer suggested that using the facility rent free would be a significant goodwill gesture to the public schools. Superintendent Baldrige agreed. If he determines there is a need for nursing services, the ESC will be charged.

SUPERINTENDENT RECOMMENDATION 25-15: Superintendent Baldrige recommended that the Board enter into a Collaboration Agreement for Preschool Classrooms with the Allen County Educational Service Center for the 2015-2016 school year.

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

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

Mr. Garlock stated that the Board would still have costs for maintaining the two classrooms. We would have maintenance costs as well as electricity, water, etc. Mr. McPheron stated that even though we would still have these costs, they should be similar to what we are currently paying for the two classrooms so there shouldn't be any additional costs incurred.

Ms. Montrose stated that we would need to make sure that ESC added the two classrooms to their insurance coverage.

Barb Blass, Early Childhood Coordinator, said that by allowing ESC to use the two vacant classrooms for their Preschool classes, we would be working towards integrating our students with typically developing students. Instead of us putting a classroom in the other schools, we would be bringing the other schools classes to us. Integration is part of our Strategic Plan.

Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Conrath, yes

Mr. Fleming, yes

C. Create a Public Relations Position

As part of our Strategic Plan, we discussed the possibility of devoting resources to enhancing our focus on Public relations. Goal 4A. Superintendent Baldrige proposed that we create an in-house position for this purpose. We could also expand our contract with a marketing firm; however, her thought was that it would be easier from the inside to know all that needs to be communicated.

SUPERINTENDENT RECOMMENDATION 26-15: Superintendent Baldrige recommended that the Board create a Public Relations Coordinator position to enhance internal and external communications.

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

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

Mr. Conrath asked the Superintendent if the extra cost of the new position was justifiable and is it critical to our mission. Mr. McPheron asked if there was a savings from hiring a Public Relations Coordinator versus outsourcing the duties. Superintendent Baldrige stated that by filling this position, we would be able to lessen our contract with NOW Marketing and we would be able to accomplish more in educating our community in what we do. We do what we can now but because we are so busy, some things are not being accomplished.

Mr. Fleming stated that when people think of Marimor, they think of the two buildings (Marimor School and Marimor Industries) on this campus. They do not know about all of the different programs that are a part of who we are. This new position can educate the community and change the public perception of us. It can help the public understand all the things that we actually do here.

Mr. McPheron stated that you cannot measure what this new person can generate that we are missing out on now.

Mr. Garlock asked if other county boards had a Public Relations Coordinator. Superintendent Baldrige stated that at least half of the county boards in Ohio do have someone in this position.

Jeannie Stahl, Director of Community Support Services, stated that within our agency, we are lacking in the communication area and by having this new position, our communications will improve.

Mrs. Lehman, yes
Mr. Conrath, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

XIII. Board Discussion

XIV. Other Items to Come Before the Board

Superintendent Baldrige stated that the construction project is still ongoing. They can't finish the brick because the weather has been too cold. The drywall is up but the ceiling tiles are not in yet. The electricity is on and the duct work is going up. The new end date was March 8th but this will most likely not happen because of the weather.

Mrs. Lehman stated that she received a letter from the Association stating that in Governor Kasich's proposed budget Independent Providers in Ohio are done away with. The Governor's financial concern is that these contractors could potentially be listed as employees of the state. The Association is asking people to respond to this. Jeannie Stahl stated that if the independent providers are removed, we would have a scarcer provider pool. This could affect the quality of service that is provided.

XV. Adjournment

Mr. Garlock moved to adjourn the meeting at 7:20 p.m.

Mr. Conrath seconded the motion to adjourn.

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. Fleming, yes

Regular Board Meeting
April 28, 2015
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801

Chris Calvelage, Recording Secretary

Phyllis Montrose, Recording Secretary