

January 26, 2016

04-16 Approval of the Agenda

05-16 Approval of the Minutes of the December 22, 2015 Regular Board Meeting
Concurrence with the payment of bills in December, pages 2-6, 9-10, 12-14, 16-17, 19-21,
24-29 and 31

Accept Personnel Report

Hire of Jason Wagner as Service and Support Associate

Hire of Terry Partin as Service and Support Associate

Transfer of Sarah Troyer from Service and Support Associate to Investigative Agent/Community
Research Coordinator

Transfer of Sarah Burke from Job Developer to Service and Support Associate

Transfer of Melodie Conley from Employment Services Manager to Service and Support
Associate

Resignation of Mya Jones as a 9 Month Bus Aide

06-16 Concurrence with the payment of bills in December, pages 1, 7, 8, 11, 18, 22, 23 and 30

07-16 Concurrence with the payment of bills in December, page 15

08-16 Approve the following Direct Service Contracts
Monika Wolfe

09-16 Approve Transfers

10-16 Resolution to Cease the Provision of Transportation Services for School Children Beginning
With the 2016-2017 School Year

11-16 Approve the following Policies:

1.8 Committees

5.3 Performance Standards, Training & Evaluation

8.5 Waiting List

12-16 Adopt Program Calendar for 2016-2017

13-16 Approve Revisions to Transition Packages

14-16 Approve Resolution for Esther Baldrige Day

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
January 26, 2016

5:45 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, January 26, 2016 in the administration conference room. President Fleming called the meeting to order at 5:35 p.m. with the following roll call response:

Mr. Patrick Conrath, excused	Mr. Martin Garlock, present	Mrs. Linda Lehman, excused
Mr. Robert McPheron, present	Ms. Phyllis Montrose, present	Mrs. Melissa Weaver, 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: Greg Fett, an employee of Marimor Industries in Maintenance read the vision. Greg has received services from the board since 1983. Greg's SSA Kristy Hudson accompanied him. Kristy has been employed with the board since July 2013. Greg has been married for 21 years. He owns his own home. Greg has his driver's license but occasionally uses placement.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Resolution for Esther BaldrigeDay	Superintendent Schnipke

RESOLUTION 04-16:

Mr. Garlock moved to approve the agenda.

Mrs. Weaver seconded the motion to approve the agenda.

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

- IV. Correspondence
- V. Hearing of the Public
- VI. Reports – Vicki Ludwick, a teacher at Marimor School and also the Coordinator for Project STIR (Steps Toward Independence and Responsibility) and Joshua Smith, SSA & Project STIR Trainer gave an update to the Board on the progress of this leadership program for self-advocates. Ted Ellis and Anna McPherson spoke about their experiences with Project STIR and how they apply the trainings to their everyday lives. They attend the monthly meetings which teach them how to advocate for themselves as well as others and how to solve problems.
- VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 05-16: 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 December 22, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of December pages 2-6, 9-10, 12-14, 16-17, 19-21, 24-29, and 31.
- C. Accept Personnel Report
 - 1. New Hires
 - a. Jason Wagner was hired as a Service and Support Associate at an annual salary of \$37,552.00 effective January 11, 2016.
 - b. Terry Partin was hired as a Service and Support Associate at an annual salary of \$42,000 effective January 11, 2016.
 - 2. Transfer
 - a. Sarah Troyer transferred from a Service and Support Associate to an Investigative Agent / Community Research Coordinator at an annual salary of \$49,850 effective January 11, 2016.
 - b. Sarah Burke transferred from a Job Developer to a Service and Support Associate at an annual salary of \$38,000 effective January 11, 2016.
 - c. Melodie Conley transferred from an Employment Services Manager to a Service and Support Associate at an annual salary of \$61,574 effective January 11, 2016.
 - 3. Terminations
 - a. Mya Jones resigned as a 9 Month Bus Aide effective December 31, 2015.

D. Accept Inspection Reports

Type: Report of Inspection of Testing, Maintenance of Sprinkler Systems
Company: Lima Fire Equipment Co.
Date: December 15, 2015
Results: No recommendations
Corrective Action: N/A

Type: Bi-Annual Kitchen Hood Inspection
Company: Lima Fire Equipment Co.
Date: December 15, 2015
Results: No recommendations
Corrective Action: N/A

Type: Annual Fire Extinguishers Inspection
Company: Lima Fire Equipment Co.
Date: December 23, 2015
Results: No recommendations
Corrective Action: N/A

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

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

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

VIII. Exception Agenda

SUPERINTENDENT'S RECOMMENDATION 06-16: 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 December, pages 1, 7, 8, 11, 18, 22, 23, and 30.

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

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

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

SUPERINTENDENT'S RECOMMENDATION 07-16: 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 December, page 15.

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. McPheron, yes

Mrs. Weaver, yes
Mr. Fleming, abstain

Mr. Garlock, yes

IX. Superintendent's Report

A. Administrative

1. Children's Services Report
2. Adult Services Report
 - Marimor Industries Financial Reports
3. Community Support Services Report
 - Minutes of the December 16, 2015 LODDI, Inc. Meeting
4. Human Resource Report and HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council – Met January 26, 2016

ETHICS COUNCIL RECOMMENDATION 08-16: The Ethics Council recommended and so moved the Board approve the following direct service contract as presented:

<u>Family Member</u>	<u>Contract Period</u>	<u>Contract Rate</u>	<u>Service</u>
Monika Wolfe - mother	1/1/2016-12/31/2016	\$20.00 per hour	Transportation

Mr. McPheron moved.

Mr. Garlock seconded the motion.

Mrs. Weaver, yes
Ms. Montrose, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mr. McPheron, yes

B. Finance Committee – Met January 22, 2016

Mr. Garlock reported that the revenue for 2015 was \$14.2 million, which was \$727,000 under budget and the expenditures for 2015 were \$14.1 million, which was \$2.7 million under budget. All departments ended the year under budget. The finance committee also discussed the transition packages. Superintendent Schnipke will keep the Board informed on the actual costs of the packages.

FINANCE COMMITTEE RECOMMENDATION 09-16: The Finance Committee recommended and so moved the Board approve the transfers.

Mr. Garlock moved.

Mrs. Weaver seconded the motion.

Mr. Garlock, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

- C. Personnel Committee
- D. Planning Committee – Met January 15, 2016
 - 1. Resolution to Cease the Provision of Transportation Services for School Children Beginning With the 2016-2017 School Year

The Centers for Medicare and Medicaid Services has mandated that Conflict Free Case Management now means that an entity which provides service and support administration cannot also be a direct service provider. In response to that mandate, the Board adopted Benchmarks for 2016 at their September 22, 2015 Board meeting stating that the Board will divest itself of the provision of all services that are covered under Medicaid. That included transportation. Given the Board will no longer be transporting adults to and from day programming on or about June 30, 2016, but no later than December 31, 2016, transporting 40 school children from across Allen County is impractical for the Board. Therefore, Superintendent Schnipke recommended the Board notify public schools that send students to Marimor School, that beginning in the 2016-2017 school year, the Board will no longer provide transportation. The Board is committed to assisting families and the school districts with this transition and to that end we will follow-up regularly over the next 8 months, resolving issues as identified so this is a safe and smooth transition for all.

PLANNING COMMITTEE RECOMMENDATION 10-16: The Planning Committee recommended in accordance with §5126.04(E and F) and §3323.021(A) that the Board cease provision of transportation services for children ages six through twenty-one years of age for educational purposes beginning with the 2016-2017 school year.

Mr. McPheron moved.

Mr. Garlock seconded the motion of the Planning Committee.

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

- E. Policy Committee - Met January 26, 2016

Policy 1.8 was revised to change the purpose and function of the Ethics Council to align with O.R.C. 5126.03 and a legal opinion given to the Ohio County Boards Superintendent’s Association. Ethics Council has two primary responsibilities. First, to approve or disapprove each ‘direct services contract’ which may result in payment from the Board to an eligible person or the immediate family member of an eligible person. This would include contracts for supported living, family support services and reimbursement for transportation. The second function is to review outside employment of Board employees when an employee may work with an individual, either independently or as an employee of agency employee. With regard to employees the Board shall also ensure employees have no outside employment that presents a conflict of interest for the Board

Policy 5.3 is being revised after a review of the agency practices for probationary review and annual evaluation. The policy now allows each department to set the time of year that annual reviews with employees will be held. The policy also outlines the one year probationary time period for all non-union staff with a mid-point evaluation recommended. The policy also now lists the rule that directs the agency Superintendent to have a professional development plan completed.

SUPERINTENDENT RECOMMENDATION 13-16: Superintendent Schnipke recommended that the Board approve the revised Transition Package as presented.

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

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Weaver, yes

C. Approve Resolution for Esther Baldrige Day

WHEREAS, Esther Baldrige began employment with the Allen County Board of Developmental Disabilities on December 13, 1982 in the position of Adult Services Director; and

WHEREAS, Mrs. Baldrige continued with the Board until she became the Superintendent in the fall of 1992; and

WHEREAS, during her thirty-three years of dedicated service to the Allen County Board of Developmental Disabilities she has earned the admiration and respect of students/adults, parents, families, guardians, co-workers and colleagues for her dedication, leadership, enthusiasm, professionalism, and hard work; and

WHEREAS during her tenure, the scope of those receiving services expanded greatly to include services to children birth to 3, in the Help Me Grow program; and

WHEREAS Mrs. Baldrige has overseen the development and significant growth in the service and support administration area to include case management services to more than 600 individuals currently; and

WHEREAS Mrs. Baldrige has been very instrumental in greatly expanding available services to individuals and their families in the community, to include more than 440 Home and Community Based waivers; and

WHEREAS Mrs. Baldrige has been a strong advocate for Employment Services, including availability of a 24/7 transportation system that has allowed more than 75 individuals the opportunity to obtain meaningful employment, and many others the opportunity to work in enclaves; and

WHEREAS Mrs. Baldrige has developed many meaningful relationships with people who receive services and has brought dignity and respect to each individual,

NOW THEREFORE, BE IT RESOLVED BY THE ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITES, THAT JANUARY 28, 2016 SHALL BE DECLARED ESTHER BALDRIDGE DAY IN RECOGNITION OF HER THIRTY-THREE YEARS OF DEDICATED SERVICE TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES IN ALLEN COUNTY. THE BOARD DOES HEREBY EXPRESS HEARTFELT APPRECIATION TO MRS. BALDRIDGE FOR HER SERVICE THROUGH THE YEARS.

In Witness Whereof, we have hereunto set our hand to this Resolution on this 26th day of January, 2016.

SUPERINTENDENT RECOMMENDATION 14-16: Superintendent Schnipke recommended that the Board approve the Resolution to declare January 28, 2016 Esther Baldrige Day in recognition of her thirty-three years of dedicated service to individuals with developmental disabilities in Allen County.

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Weaver, yes

XIII. Board Discussion

XIV. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mr. Garlock moved to adjourn into Executive Session to discuss union negotiations and disciplinary of an employee at 6:18 p.m.

Ms. Montrose seconded the motion.

Ms. Montrose, yes
Mr. McPheron, yes

Mrs. Weaver, yes
Mr. Fleming, yes

Mr. Garlock, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into Regular Session at 6:55 p.m.

Mr. McPheron seconded the motion.

Mrs. Weaver, yes
Ms. Montrose, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mr. McPheron, yes

XV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:56 p.m.

Mrs. Weaver seconded the motion to adjourn.

Mr. Garlock, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

Regular Board Meeting
February 23, 2016
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801

Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary