

June 23, 2015

- 47-15 Approval of the Agenda
- 48-15 Approval of the Minutes of the May 26, 2015 regular meeting
Concurrence with the payment of bills in May, pages 1, 3-6, 8-11, 13-15, 18, 20, 22-23, 28-33
Accept Personnel Report
 - Hire of Jacqueline Mojica as Part-Time Employment Specialist
 - Hire of Mandy Rinker as help Me Grow Home Visitor
 - Hire of Todd Stauffer as Shipping/Receiving
 - Resignation of Shawn Guthrie as School Age Instructor
 - Resignation of Michael Steiger as Human Resources DirectorAccept the following Inspection Report
 - Lima Fire Equipment Company – Bi-annual Kitchen Hood Inspection
- 49-15 Concurrence with the payment of bills in May, pages 17, 19, and 24
- 50-15 Concurrence with the payment of bills in May, pages 7, 21, 25 and 27
- 51-15 Concurrence with the payment of bills in May, page 16
- 52-15 Concurrence with the payment of bills in May pages 2 and 12
- 53-15 Concurrence with the payment of bills in May, page 26
- 54-15 Approve Direct Service Contracts
- 55-15 Approve the following Finance Action:
 - Intra-Fund Transfer
- 56-15 Authorize Administration to Fill Vacant Individual Option Waiver Slots
- 57-15 Approve the following Policy Actions:
 - Policy 8.3 Behavior Support
 - Policy 8.4.3 Communicable Diseases
 - Policy 8.4.4 Medication/Medical Policy
- 58-15 Amend the Motion to Increase Cafeteria Prices for the 2015-2016 School Year
- 59-15 Increase Cafeteria Prices for the 2015-2016 School Year
- 60-15 Approve Agreement for Shared Funding through the Allen County Family and Children First Council
- 61-15 Abolish One Educational Aide Position
- 62-15 Ratify the Tentative Agreement with MEA

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
June 23, 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, June 23, 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. Martin Garlock, present	Mrs. Linda Lehman, present
Mr. Robert McPheron, present	Mrs. Ariel Meister, present	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: Sandra Naylor read the vision. Sandy has received services from the Board for a number of years. Sandy has recently moved into a LODDI home. She has a roommate. She receives Home Personal Care, Supported Living and SSA services from the Board. She attends the RMS Life Skills program five days a week. The program teaches her how to cook, clean and do laundry. In her spare time, Sandy likes to go bowling and to shop. Sandy also has recently gotten a pet dog. In the past, Sandy has worked at We Can Too and at Cracker Barrel.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Ratify Tentative Agreement with MEA

Superintendent Baldrige

RESOLUTION 47-15:

Mrs. Lehman moved to approve the agenda.

Mr. Conrath seconded the motion to approve the agenda.

Mr. Garlock, yes
Mrs. Meister, yes
Mr. Fleming, yes

Mrs. Lehman, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Conrath, yes

IV. Correspondence

V. Hearing of the Public

VI. Reports – Bethany Ernest presented on the changes to the Behavior Support Rule and subsequent changes required in our policy. Bethany will be chairing the Human Rights Committee starting in July. Bethany is an SSA Supervisor and has worked for the Board since 2003. Bethany stated that the new Behavior Support Rule is individual driven and helps us to better understand each individual that we serve. It limits the use of restrictive measures. We can no longer enforce things like a restrictive diet or restrictive smoking. Restrictions can only be used if there is imminent risk of harm or risk of legal sanctions. An individual’s cognitive ability does not matter. Everyone has the same rights, even if the individual does not understand the ramifications of their actions. The ICF’s also have to follow the same rules. They no longer have separate behavior support plans.

The Human Rights Committee will include an equal number of county board/provider staff versus family members and individuals receiving services. Everyone has to have the required training within three months of coming on to the committee. Annual training is also required. All training will be provided by DODD. Policies and Procedures must be in place by the end of June. All plans must be reviewed by the committee to make sure they are in compliance. Existing plans must be in compliance by the end of 2015. New plans must be in compliance immediately. This new rule affects any individual over the age of 18.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 48-15: 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 May 26, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of May pages 1, 3 – 6, 8 – 11, 13 – 15, 18, 20, 22 – 23, and 28 – 33.
- C. Accept Personnel Report
 - 1. New Hires
 - a. Jacqueline Mojica was hired as a Part-Time Employment Specialist effective May 28, 2015 at an hourly rate of \$13.50.
 - b. Mandy Rinker was hired as a Help Me Grow Home Visitor effective June 11, 2015 at a salary rate of \$33,000.
 - c. Todd Stauffer was hired as Shipping/Receiving effective June 15, 2015 at AFSCME Salary step 2.

2. Terminations
 - a. Shawn Guthrie resigned from her position as a School Age Instructor effective August 19, 2015.
 - b. Michael Steiger resigned from his position as Human Resources Director effective August 1, 2015. He will be permitted to stay on payroll until his vacation leave is used.

D. Approve Inspection Report

Type of Inspection: Bi-annual Kitchen Hood Inspection
 Inspector: Lima Fire Equipment Company
 Date: June 8, 2015
 Results: In Compliance
 Corrective Action: N/A

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

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

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

VIII. Exception Agenda

A. Payment of Bills

SUPERINTENDENT’S RECOMMENDATION 49-15: 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 May, pages 17, 19, 24.

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

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

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

SUPERINTENDENT’S RECOMMENDATION 50-15: 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 May, pages 7, 21, 25, and 27.

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

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

Mrs. Meister, yes
Mr. Garlock, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Lehman, abstain

Mr. Conrath, yes
Mr. McPheron, yes

SUPERINTENDENT'S RECOMMENDATION 51-15: 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 May, page 16.

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

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

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

Mr. Conrath, abstain
Mr. McPheron, yes

Mr. Garlock, yes
Mrs. Meister, yes

SUPERINTENDENT'S RECOMMENDATION 52-15: 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 May, pages 2 and 12.

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

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

Mr. Conrath, yes
Mr. McPheron, yes
Mr. Fleming, abstain

Mr. Garlock, yes
Mrs. Meister, yes

Mrs. Lehman, abstain
Ms. Montrose, yes

SUPERINTENDENT'S RECOMMENDATION 53-15: 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 May, page 26.

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

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

Mr. Conrath, yes
Mr. McPheron, yes
Mr. Fleming, abstain

Mr. Garlock, yes
Mrs. Meister, yes

Mrs. Lehman, yes
Ms. Montrose, abstain

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, February and March
4. Human Resource Report and HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council – Met June 23, 2015

ETHICS COUNCIL RECOMMENDATION 54-15: The Ethics Council recommended and so moved that the Board approve the following direct service contract:

<u>Provider</u>	<u>Contract Period</u>	<u>Rate</u>
IHS Services, Inc.	1 year	\$18.64 per hour \$ 0.45 per mile

Mr. McPheron moved.

Mr. Conrath seconded the motion of the Ethics Council.

Mr. Garlock, yes
Mrs. Meister, yes
Mr. Fleming, yes

Mrs. Lehman, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Conrath, yes

B. Finance Committee – Met – June 19, 2015

Mr. Garlock reported that the year-to-date revenue was approximately 6.4 million dollars, which was \$163,000 under budget. Year-to-date expenditures were about 6.2 million dollars, which was about \$811,000 under budget.

The Billing Connection, which is the company that does our Medicaid billing, is still behind with our billing. Our current contract with them expires on June 30th.

The historical revenue trends were reviewed for the levy. A decision will be made at the next board meeting as to the amount of the levy we will be asking the voters to approve in November. Our services have increased and we currently serve well over 1,000 individuals.

FINANCE COMMITTEE RECOMMENDATION 55-15: The Finance Committee recommended and so moved that the following transfer be approved as presented:

Intra-Fund Transfer

From 10010117 170005 General Fund, Administration, Salaries
To 10010131 370655 General Fund, Administration, In-Service Professional Growth
\$12,000 to cover the costs of the Good Life Training

Mr. Garlock moved.

Mr. McPheron seconded the motion of the Finance Committee.

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

Mr. McPheron, yes
Mr. Conrath, yes

Mrs. Meister, yes
Mr. Garlock, yes

C. Planning Committee – Met June 10, 2015

The Planning Committee met on June 10 and discussed a method of developing a volunteer program which will assist the Board in implementing person centered planning and enhancing inclusion. Policy and position description changes will be presented to the Board in July. The Committee also re-visited discontinuing services to those living in nursing homes. The Committee is not recommending it at this time although they might entertain a policy change regarding those who have no relationship with the county board prior to entering a nursing home. Finally, the Committee discussed allowing staff to fill vacant IO Waivers from the waiting list, since we currently have more openings than emergencies. The Board authorized this in 2012 under a similar circumstance. The Committee is recommending that.

PLANNING COMMITTEE RECOMMENDATION 56-15: The Planning Committee recommended and so moved that the Board authorize administration to fill vacant Individual Option Waiver slots through the remainder of 2015 from the waiting list provided no emergency situation is imminent. Priority will be given to individuals whose caregiver is age sixty or older.

Mrs. Lehman moved.

Mr. Conrath seconded the motion.

Mr. McPheron, yes
Mr. Conrath, yes
Mr. Fleming, yes

Mrs. Meister, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Lehman, yes

D. Policy Committee

The rule governing Behavior Support has been changed by the Ohio Department of DD. The proposed rule is basically a re-write of our current policy. The Communicable Disease Policy was reviewed. The preschool guidelines were removed as we will no longer have a preschool. The Medication/Medical Policy had the term “mental retardation” removed.

POLICY COMMITTEE RECOMMENDATION 57-15: The Policy Committee recommended and so moved that the following revised policies be approved:

Policy 8.3	Behavior Support
Policy 8.4.3	Communicable Diseases
Policy 8.4.4	Medication/Medical Policy

Ms. Montrose moved.

Mrs. Lehman seconded the motion of the Policy Committee.

Mrs. Meister, yes
Mr. Garlock, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. McPheron, yes

XII. New Business

A. Increase Cafeteria Prices for the 2015-16 School Year

In accordance with the requirements of the Ohio Department of Education, Peggy Cockerell is proposing a \$0.10 increase for our school lunches. The breakfast prices will remain the same as the past school year.

SUPERINTENDENT RECOMMENDATION 58-15: Superintendent Baldrige recommended that the Board amend the motion to approve the following prices for school lunches and al la carte items for the 2015-16 school year by including the adjustment to increase the school breakfast prices by 10 cents:

Item	Current Price	Proposed Price
LUNCHES		
Adult Lunch	\$3.40	\$3.50
Elementary	\$2.40	\$2.50
High School	\$2.65	\$2.75
A La Carte Items		
Featured Entrée	\$2.15	\$2.25
Veggie/Fruit	\$0.90	\$1.00
Bread	\$0.60	\$0.70
Desserts	\$0.60	\$0.70
Yogurt	\$1.00	\$1.10
Yogurt Parfait	\$1.30	\$1.40
Bottled Water	\$0.90	\$1.00
Baked Potato	\$1.45	\$1.50
w/Broccoli & Cheese	\$2.00	\$2.10
Bowl Salad	\$1.45	\$1.55
Chef Salad Bowl	\$2.35	\$2.45
Chef Salad Plate	\$3.85	\$3.95
Marinated Chicken	\$2.55	\$2.65
Grilled Chicken	\$2.55	\$2.65
Breaded Pork	\$2.55	\$2.65
BBQ Rib	\$2.55	\$2.65
Breaded Fish	\$2.55	\$2.65
Hamburger	\$2.55	\$2.65
Pizza	\$2.55	\$2.65

Item	Current Price
Breakfast	
Students	\$1.75
Adults	\$2.10
Milk	\$0.70

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

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

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

Mr. Conrath, yes
Mr. McPheron, yes

Mr. Garlock, yes
Mrs. Meister, yes

SUPERINTENDENT RECOMMENDATION 59-15: Superintendent Baldrige recommended that the Board approve the prices for school lunches, al la carte items and school breakfasts for the 2015-16 school year as listed above.

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

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

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

Mr. Conrath, yes
Mr. McPheron, yes

Mr. Garlock, yes
Mrs. Meister, yes

B. Approve Agreement for Shared Funding

For many years, we have been providing up to \$30,000 in shared funding through the Allen County Family and Children First Council to meet needs of children who are involved with multiple systems due to the intensity of their needs. Superintendent Baldrige proposed the Board continue this collaborative relationship.

SUPERINTENDENT RECOMMENDATION 60-15: Superintendent Baldrige recommended that the Board approve the Agreement with the Allen County Board of County Commissioners, Allen County Children Services Board and Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties for shared funding for children involved in multiple systems due to the intensity of their needs. The Board of DD shall commit up to \$30,000 from July 1, 2015 through June 30, 2016. Ten percent of the funding may be used for administration of the Family and Children First Council. More may be granted with the Superintendent's approval.

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

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

Mr. Conrath, yes
Mr. McPheron, yes
Mr. Fleming, yes

Mr. Garlock, yes
Mrs. Meister, yes

Mrs. Lehman, yes
Ms. Montrose, yes

C. Abolish One Educational Aide Position

Because the Board decided to discontinue providing preschool services beginning 2015-16 school year, it is necessary to abolish one Educational Aide position effective August 19, 2015.

SUPERINTENDENT RECOMMENDATION 61-15: Superintendent Baldrige recommended that the Board abolish one Educational Aide position CS-108a effective August 19, 2015 due to lack of work. The Preschool Program will be discontinued beginning with the 2015-16 school year.

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

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

Mr. Garlock, yes
Mrs. Meister, yes
Mr. Fleming, yes

Mrs. Lehman, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Conrath, yes

D. Ratify Tentative Agreement with MEA

SUPERINTENDENT RECOMMENDATION 62-15: Superintendent Baldrige recommended that the Board ratify the tentative agreement with MEA.

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

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

Mr. Garlock, yes
Mrs. Meister, yes
Mr. Fleming, yes

Mrs. Lehman, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Conrath, yes

XIII. Board Discussion

XIV. Other Items to Come Before the Board

XV. Adjournment

Mrs. Meister moved to adjourn the meeting at 7:10 p.m.

Mr. McPheron seconded the motion to adjourn.

Mr. Garlock, yes
Mrs. Meister, yes
Mr. Fleming, yes

Mrs. Lehman, yes
Ms. Montrose, yes

Mr. McPheron, yes
Mr. Conrath, yes

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

Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary