

June 28, 2016

- 61-16 Approval of the Agenda
- 62-16 Approval of the Minutes of the May 24, 2016 Regular Board Meeting
Concurrence with the payment of bills in May
- 63-16 Review of Direct Service Contracts Involving Payment to Eligible Individuals or Immediate
Family Members of Eligible Individual
- 64-16 Review of an Ethics Review Checklist for Vickie Kreinbrink
- 65-16 Approve the following Personnel Actions
 - Salary Adjustment for Jennifer Frail
 - Change Administrative Assistant School from a 9 month Position to a 12 month Position
 - Approve Payment of Comp Time to Non-Union Staff
- 66-16 Accept the following Policy Actions:
 - Approve Policy 5.2.24 Non-Union Employee Hours of Work and Overtime
 - Amend Policy 5.2.20 On-Call Pay
 - Amend Policy 8.1.10 Project Search
 - Amend Policy 2.01 Safety
- 67-16 Approved Agreement for Shared Funding
- 68-16 Enter into Contract with the Board of County Commissioners for Service Coordination and
Central Coordination
- 69-16 Approve Room and Board Contracts for Individuals Living in a Licensed Facility
- 70-16 Agreement for Project Search
- 71-16 Recommend Placing Items on GovDeals.net for Auction
- 72-16 Special Resolution for Dennis Powell
- 73-16 Special Resolution for Jeannie Stahl
- 74-16 Agreement for Shared Services with Hardin County Board of DD for Behavior Support Services

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

June 28, 2016

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, June 28, 2016 in the Administration Board 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 McPherson, present
Mr. Thomas Fleming, present

Mr. Martin Garlock, present
Ms. Phyllis Montrose, present

Mrs. Linda Lehman, present
Mrs. Melissa Weaver, 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: Deirdre Morgan presented the Vision for the meeting this month. Deirdre has been receiving services from the Board since March of 2006. She married David Morgan in 2013. David also receives services from the Board. Deirdre works at We Can Too. She loves her job and is a very good worker. In the past Deirdre has worked in community jobs such as at Pizza Hut and Better Brake Parts. This past year, Deirdre and David realized a dream they have had to own a home. They were approved last summer for a Habitat for Humanity home and have started that process. It has been a long journey for the Morgans; however, they are very close to starting the home building process.

Katie Thompson is Deirdre’s long term SSA. Katie has worked at the Board since February 2009.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Agreement for Shared Services with Hardin County Board of DD

Superintendent Schnipke

RESOLUTION 61-16:

Mr. Garlock moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

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

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Conrath, yes

IV. Correspondence

We received a letter of thanks from Mel Rentschler, Superintendent of the Allen East Local School District for the donation of a bus to their district to transport children with disabilities. Superintendent Schnipke received correspondence about three families that are very appreciative for the use of our facilities for the ESC preschool and PLAYTIME. Also, Superintendent Schnipke has included several copies of cards received from employees, a board member of those we serve for donations at the time of death of a loved one.

V. Hearing of the Public

- VI. Staff Reports – Jeannie Stahl presented on the history of LODDI (unofficially stands for Living Options for Developmentally Disabled Individuals) and where we are today with our non-profit housing option for the individuals we serve. LODDI was created in 1992 by the Ohio Department of DD. LODDI currently owns 17 units. There are a total of 43 bedrooms between the 17 units and about 39 – 40 residents live there, which is considered full capacity. The residents pay rent that is equivalent to fair market value. The LODDI Board consists of 5 Board Members. The annual income is approximately \$140,000 and the 2016 budget is \$158,000.

Denny Powell is also retiring on June 30, 2016. Denny gave a brief overview of the transition process as it is winding down- the role he played, challenges that were encountered and the accomplishments.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 62-16: 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 May 24, 2016.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of May..

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

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

Mrs. Lehman, yes
Mrs. Weaver, yes
Mr. Fleming, yes

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Garlock, yes

VIII. Superintendent's Report

A. Administrative

1. Children's Services Report – May
2. Adult Services Report – June
 - Marimor Industries Financial Reports
3. Quality & Support Services – May
4. Community Support Services Report May
5. Human Resource Report May and HR Newsletter June

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on June 28, 2016

1. Review of Direct Service Contract Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual.

<u>Vendor</u>	<u>Relationship</u>	<u>Service</u>
Melissa Brown	Mother	Family Support Services – Reimbursement for Pull-Ups
Julie Aust	Mother	Family Support Services – Gas Card
Charlene Holycross	Mother	Family Support Services – Gas Card
Greg Zack	Father	Family Support Services – Reimbursement for Walker

2. Review of an Ethics Review Checklist for SSA staff member

ETHICS COUNCIL RECOMMENDATION 63-16: The Ethics Council recommended and so moved that the Board certifies the Direct Service Contracts Involving Payment to Immediate Family Members of Eligible Individuals as listed above be approved.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

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

Ms. Montrose, yes
Mr. Garlock, yes

Mrs. Weaver, yes
Mrs. Lehman, yes

ETHICS COUNCIL RECOMMENDATION 64-16: The Ethics Council recommended and so moved the Board certifies the Employee Ethics Review of Vicki Kreinbrink, Service Support Associate has met all the conditions of §O.R.C. 5126.033 and is not an ethical conflict.

Mr. McPheron moved.

Mr. Conrath seconded the motion.

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

Mrs. Weaver, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. McPheron, yes

B. Finance Committee – Met June 24, 2016

Mr. Garlock reported that the year-to-date revenue was approximately \$6.5 million, which was over Budget by about \$1.2 million. Year-to-date expenditures were approximately \$7.4 million, which was under budget by approximately \$170,000. Mr. Garlock also stated that the Finance Committee discussed the current cost of transition as well as an update regarding The Billing Connection.

C. Personnel Committee

The Personnel Committee met on June 24, 2016 to discuss the changes directed by the US Department of Labor (DOL) amendments of the Fair Labor Standards Act (FLSA). The required changes in classifications were included on each job description and salary changes are necessary for two staff related to this amendment. Staff will be afforded the opportunity to choose to have current compensatory balances paid out as they stand or keep the hours until 12/31/2016 when all balances will be paid under the new policy.

PERSONNEL COMMITTEE RECOMMENDATION 65-16: The Personnel Committee recommended the salary adjustment for Jennifer Frail effective 7/1/2016, the job description and hours of work change for Annette Miller effective 7/21/2016 and the opportunity for staff to be paid for current compensatory balances be approved effective 7/1/2016.

Mrs. Lehman moved.

Mr. McPheron seconded the motion of the Policy Committee.

Mrs. Weaver, yes
Mrs. Lehman, yes
Mr. Fleming, yes

Mr. Conrath, yes
Mr. McPheron, yes

Mr. Garlock, yes
Ms. Montrose, no

D. Planning Committee

E. Policy Committee - Met June 28, 2016

1. Approve New Policies

Policy 5.2.24 Non-Union Employee Hours of Work and Overtime

2. Amend Policies

Policy 5.2.20

On-Call Pay

Policy 8.1.10

Project Search

Policy 2.01

Safety

Policy 5.2.24 Non-Union Employee Hours of Work and Overtime - This is a new policy to define standards of employee hours of work and how overtime will be managed. This is precipitated by the Department of Labor (DOL) changes to the Fair Labor Standards Act (FLSA).

Policy 5.2.20 On-Call Pay - This policy is amended to define employees that are eligible and mirror related

issues in the new Policy 5.2.24. It also changes the title of the Service and Support Administration Department.

Policy 8.1.10 Project Search - Changed terminology for Opportunities for Ohioans with Disabilities (OOD). Updates related to calamity and transportation changes.

Policy 2.01 Safety - Changes in committee make up, meetings to be held per year and terminology for hazardous materials. Also, removed references to workshop.

POLICY COMMITTEE RECOMMENDATION 66-16: The Policy Committee recommended and so moved that the Board approve changes to Policy 5.2.20 On-Call Pay, Policy 8.1.10 Project Search and Policy 2.01 Safety. The committee also recommended that Policy 5.2.24 Non-Union Employee Hours of Work and Overtime be adopted.

Ms. Montrose moved.

Mrs. Weaver seconded the motion of the Policy Committee.

Mr. Conrath, yes
Mr. McPherson, yes
Mr. Fleming, yes

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

XI. New Business

A. 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 the needs of children who are involved with multiple systems due to the intensity of their needs. Superintendent Schnipke proposed the Board continue this collaborative relationship. Due to many changes in this collaboration we only used \$18,479.13 as of May 19, 2016. The Mental and Recovery Services Board continued with the same commitment of \$14,750 per year; however, they are allocating more funds to the administrative functions of FCFC. The Children's Services Board has not yet agreed to continue the shared funding. They will be addressing it at their June meeting. They have committed \$33,000 in the past as all the cases assisted by FCFC are children. If our usage trend continues to be as low as it is now, Superintendent Schnipke will lower the total commitment next year.

SUPERINTENDENT RECOMMENDATION 67-16: Superintendent Schnipke recommended that the Board approve the agreement with the Allen County Board of County Commissioners, Allen County Children Services Board and the Mental Health and Recovery Services Board of Allen, Auglaize and Hardin Counties for shared funding for children involved with multiple systems due to the intensity of their needs. The Board of DD will commit up to \$30,000 from July 1, 2016-June 30, 2017. Ten percent of the funding may be used for administration of the Family and Children's First Council. More may be granted with the Superintendent's approval.

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

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

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

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Conrath, yes

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

The Allen County Family and Children’s First Council has again selected our Board to provide Service Coordination and Central Coordination as part of the Help Me Grow (HMG) program. In October 2016 we will celebrate our 15th year of administering the Help Me Grow program. The services provided by HMG are some of the most important we provide due to possible long term needs of children, birth to age 3. These may be the only services a child or family ever needs with early detection and early assistance. The grant money for HMG is not completely sufficient to meet the obligation; however, it appears to be under \$10,000 annually for direct costs. We also provide in-kind assistance and this year we are making a significant capital investment for the staff of this program.

SUPERINTENDENT RECOMMENDATION 68-16: Superintendent Schnipke recommended that the Board enter into a Contract with the Allen County Board of Commissioners for the provision of Central Coordination with a revenue of \$58,305.00 and Service Coordination with a revenue of \$232,032.72 for Part C children through funds provided by the Ohio Department of Health.

Mrs. Weaver moved.

Mr. Garlock seconded.

Mrs. Lehman, yes
Mrs. Weaver, yes
Mr. Fleming, yes

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Garlock, yes

C. Approve Room & Board Contracts for Individuals Living in a Licensed Facility

Each year we enter into contracts for the provision of Room and Board compensation for Champaign Residential Services, Inc. (CRSI) and Ottawa Valley Center, Inc. (OVC) as they provide residential services in licensed group home facilities. The Board is only billed for what the individual residents cannot pay. For CRSI the rate per day is \$23.71. The approximate cost the Board may pay annually is \$6,500.00. For OVC the rate per day is \$25.11. The approximate cost the board may pay annually is \$6,000.00. The cost to the Board is minimal as the residents’ resources cover the vast majority of room and board costs.

SUPERINTENDENT RECOMMENDATION 69-16: Superintendent Schnipke recommended the Board approve the Room & Board Contracts for Individuals Living in a Licensed Facility at a daily cost of \$23.71 for Champaign Residential Services, Inc. and \$25.11 for Ottawa Valley Center, Inc. for the period of July 1, 2016- June 30, 2017.

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

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

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

Ms. Montrose, yes
Mr. Garlock, yes

Mrs. Weaver, yes
Mrs. Lehman, yes

D. Agreement for Project Search

The Agreement of Role and Responsibilities for Project Search is with our Board, St. Rita's Medical Center, and Marimor Industries and also, it outlines the role of the Opportunities for Ohioans with Disabilities (OOD). (OOD will not sign the agreement but will provide a letter of support.) The Project Search Handbook has also been edited for approval. Project Search is the job training and placement program where high school seniors defer graduation for one year to participate in this intensive internship program. We partner with St. Rita's Medical Center where students rotate through three internships in areas such as: food service, grounds keeping and central processing. This past year 9 of the 10 students had community jobs upon graduation. St. Rita's hired 4. There are 7 students currently signed up for the 2016-2017 school year.

SUPERINTENDENT RECOMMENDATION 70-16: Superintendent Schnipke recommended that the Board approve the Agreement of Role and Responsibilities for Project Search and the 2016-2017 Project Search Handbook.

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

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

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

Mrs. Weaver, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. McPheron, yes

E. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 71-16: Superintendent Schnipke recommended that Board request the Allen County Commissioners declare the items presented to the Board 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.

Ms. Montrose moved.

Mr. Conrath seconded.

Mrs. Weaver, yes
Mrs. Lehman, yes
Mr. Fleming, yes

Mr. Conrath, yes
Mr. McPheron, yes

Mr. Garlock, yes
Ms. Montrose, yes

F. Special Resolution for Dennis Powell

Resolution

WHEREAS, Dennis Powell began employment with the Allen County Board of Developmental Disabilities on September 27, 1993, in the position of Industrial Systems Assistant; and

WHEREAS, Mr. Powell began a twenty-three year career at the Allen County Board in Industrial Systems; and

WHEREAS, Mr. Powell was named the Industrial Systems Manager on November 21, 1994; and

WHEREAS, Mr. Powell was instrumental in scheduling and supervising production to maintain an effective material and product flow system, assuring timelines and quality standards were met at all locations of Marimor Industries, Inc., and providing wage earning opportunities for well over 200 individuals served; and

WHEREAS, Mr. Powell assured quality service delivery and training for individuals served, including production and habilitation activities; and

WHEREAS, Mr. Powell provided oversight, management and evaluation of all issues regarding day services staff; and

WHEREAS, Mr. Powell co-chaired the agency Safety committee for many years and was responsible for all safety-related policies, procedures, inspections, walk-throughs, safety drills and training, meeting all federal, state and local regulations, and ensuring a safe work environment at all locations of the Allen County Board of DD; and

WHEREAS, Mr. Powell assisted in establishing and communicating requirements and time frames necessary to assure implementation and continuous improvement of the Quality System for Marimor Industries, Inc. and

WHEREAS, during Mr. Powell's twenty-three years of dedicated service to the Allen County Board of Developmental Disabilities, he has earned the admiration and respect of individuals served, parents, families, guardians, co-workers, and colleagues for his dedication, leadership, professionalism, and hard work; and

WHEREAS Mr. Powell 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 DISABILITIES, THAT JUNE 30, 2016, SHALL BE DECLARED DENNIS POWELL DAY IN RECOGNITION OF HIS TWENTY-THREE YEARS OF DEDICATED SERVICE TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES IN ALLEN COUNTY. THE BOARD DOES HEREBY EXPRESS HEARTFELT APPRECIATION TO MR. POWELL FOR HIS SERVICE THROUGH THE YEARS.

In Witness Whereof, we have hereunto set our hand to this Resolution on this 28th day of June, 2016.

Allen County Board of Developmental Disabilities

G. Special Resolution for Jeannie Stahl

Resolution

WHEREAS, Jeannie Stahl began employment with the Allen County Board of Developmental Disabilities on June 27, 1990, in the position of Supportive Home Services/Residential Services Specialist; and

WHEREAS, Mrs. Stahl began a twenty-six year career developing and refining the role of the Allen County Board in residential supports and many other essential services to individuals served; and

WHEREAS, Mrs. Stahl was named the Director of Service Coordination in September of 1999; and

WHEREAS, Mrs. Stahl was further named the Director of Community Support Services in August 2004; and

WHEREAS, Mrs. Stahl saw the Community Support Services department grow to be one of the largest and most important functions of the Board, becoming a department of 37 staff members; and

WHEREAS, Mrs. Stahl provided oversight to all Service and Support Administration functions, investigations, intake & eligibility, quality review, and Medicaid Services; and

WHEREAS, Mrs. Stahl developed Supported Living from its infancy to what is now millions of dollars in Medicaid waiver services for more than 440 individuals; and

WHEREAS, Mrs. Stahl directed the Community Support Services Department in serving nearly 600 individuals in the Service and Support Administration unit; and

WHEREAS, Mrs. Stahl was the driving force behind many initiatives at the Board, including The Good Life, the MI/DD Task Force, DDIT, LODDI, Family Support Services, and implementation of numerous state and federal directives; and

WHEREAS, Mrs. Stahl served as the Chair of the SSA workgroup in Columbus for many years, Co-Chair of the regional SSA workgroup, and gave extra time to serve on numerous local, regional, and statewide workgroups; and

WHEREAS, Mrs. Stahl was an integral member of the Family & Children First Council's Intersystems Committee for many years, striving for collaboration & partnership on behalf of children in Allen County; and

WHEREAS, during Mrs. Stahl's twenty-six years of dedicated service to the Allen County Board of Developmental Disabilities, she has earned the admiration and respect of individuals served, parents, families, guardians, co-workers, and colleagues for her dedication, leadership, enthusiasm, professionalism, and hard work; and

WHEREAS Mrs. Stahl 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 DISABILITIES, THAT JUNE 29, 2016, SHALL BE DECLARED JEANNIE STAHL DAY IN RECOGNITION OF HER TWENTY-SIX YEARS OF DEDICATED

SERVICE TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES IN ALLEN COUNTY. THE BOARD DOES HEREBY EXPRESS HEARTFELT APPRECIATION TO MRS. STAHL FOR HER SERVICE THROUGH THE YEARS.

In Witness Whereof, we have hereunto set our hand to this Resolution on this 28th day of June, 2016.

Allen County Board of Developmental Disabilities

H. Agreement for Shared Services with Hardin County

The Hardin County Board of Developmental Disabilities would like to contract with us for behavior support services. Our Children's Behavior Support Specialist will provide behavior support assessments, assist the team in building behavior strategies and interventions, attend team meetings and meet with individual's families as available. The compensation will be \$25.00 per hours, which includes travel time. The term of the contract will be July 1, 2016 through June 30, 2017.

SUPERINTENDENT RECOMMENDATION 74-16: Superintendent Schnipke recommended that Board enter into an agreement for shared services with the Hardin County Board of Developmental Disabilities for behavior support services.

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

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

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

XII. Board Discussion

XIV. Other Items to Come Before the Board

XV. Adjournment

Mr. McPheron moved to adjourn the meeting at 6:45 p.m.

Mr. Conrath seconded the motion to adjourn.

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

Regular Board Meeting
July 26, 2016
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801

Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary