

May 26, 2015

- 38-15 Approval of the Agenda
- 39-15 Approval of the Minutes of the April 28, 2015 regular meeting  
Concurrence with the payment of bills in April, pages 1, 3-7, 9-12, 14-15, 17-20, 23 and 25-32  
Accept Personnel Report
  - Promotion of Brooke Shultz from Part-Time Employment Specialist to Full-Time Employment Specialist
  - Resignation of Hannah Brown as Employment Specialist
  - Resignation of Amy Hall as Shipping and Receiving
  - Retirement of Jacqueline Morton as Community-Based Specialist
  - Resignation of Daryl McDonald as Service and Support AssociateAccept the following Inspection Reports
  - State Fire Marshall - Inspection
  - Lippincott Plumbing and Heating, Inc. – Annual Test Maintenance for Backflow Prevention Assemblies
  - Lippincott Plumbing and Heating, Inc. – Annual Boiler Combustion Inspection
- 40-15 Concurrence with the payment of bills in April, pages 2, 8, 13, 22 and 24
- 41-15 Concurrence with the payment of bills in April, page 21
- 42-15 Concurrence with the payment of bills in April, page 16
- 43-15 Approve Direct Service Contracts
- 44-15 Approve the following Finance Action:
  - Inter-Fund Transfer
- 45-15 Approve the following Policy Actions:
  - Policy 7.03 – Purchasing - Approved
  - Policy 7.11 – Contracting - Approved
  - Policy 7.12 – Grant Applications/Acceptance - Approved
  - Policy 8.4.1 – Oxygen Administration and Storage - Approved
  - Policy 8.4.2 – Health Services Policy Permitting the Delegation of Nursing Tasks - Approved
  - Policy 7.13 – Fundraising - Reviewed
  - Policy 8.4 – Health Care - Reviewed
- 46-15 Approve Reappointment of a Board Member to LODDI, Inc.

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES  
May 26, 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, May 26, 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, excused	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: Cody Bowersock, an Employment Coordinator has worked for us since November of 2007. As an Employment Coordinator, Cody is responsible to provide long-term follow up with individuals with community jobs. He helps solve any issues that may arise and helps with community-based assessments for individual jobs. He starts to work with the individuals after the job coaches have completed their training with them. Cody currently has 30 – 35 individuals on his caseload. If an individual has worked at their current job for four years or longer, he tries to meet with them once a month. If they have worked less than four years, he tries to meet with them twice a month. Each meeting typically lasts 20 – 30 minutes, depending on if there are any issues that need to be resolved. Some of the most common issues that he deals with are attendance issues, staying on task and overall thoroughness.

Cody is currently participating in Good Life training. The training is one day a week. Last week, they did training on how to help people move from emotional thinking to rational thinking. He has looked for opportunities to use this training in his current job.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Modify Position Description for the Human Resource Director	Superintendent Baldrige

RESOLUTION 38-15:

Mr. Garlock moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Conrath, yes

Mrs. Meister, yes  
Mr. Fleming, yes

IV. Correspondence

V. Hearing of the Public

VI. Reports – Theresa Schnipke and Jeannie Stahl discussed the new Free Choice of Provider rule and its implications for our Board. Theresa stated that the rules regarding the Free Choice Provider have changed. If an individual selects the county board to be their provider, the SSA has to disclose that they work for the Board. Each year the SSA has to check with each individual to make sure they are happy with their choice of provider. If they are not happy, the individual can change providers. Within 60 days of the change, the SSA has to make sure the new provider service has started. If it has not started they have to find out why and try to resolve the issue.

Jeannie spoke about Conflict Free Case Management. The federal government is telling Ohio that there is an issue with county boards because a county board cannot write a plan, authorize the plan and provide the service. If the Board provides home or community based services, they have to establish and implement annual benchmarks for reducing the number of individuals that we serve, even though the individuals have chosen the Board. Progress for the reduction is to be reported to the State twice a year. Jeannie stated that by September 1, 2015, we have to give our benchmarks to the State. The first benchmark has to be met by December of 2016. In our benchmarks, we also have to tell what we are doing to solicit more providers for our county. At the October 2015 provider fair, we are going to invite providers that are not currently in our county to help meet this benchmark.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 39-15: 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 April 28, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of April pages 1, 3 – 7, 9 – 12, 14 – 15, 17 – 20, 23 and 25 – 32.
- C. Accept Personnel Report
  - 1. Promotion
    - a. Brooke Shultz was promoted to the position of full-time Employment Specialist from part-time Employment Specialist effective May 21, 2015 at Step 1 on the salary schedule.

2. Terminations

- a. Emily Murphy resigned as a part-time Employment Specialist effective May 17, 2015.
- b. Hannah Brown resigned as an Employment Specialist effective May 20, 2015.
- c. Amy Hall resigned from her position as Shipping and Receiving effective May 7, 2015.
- d. Jacqueline Morton will retire from her position as Community-Based Specialist effective July 8, 2015.
- e. Daryl McDonald resigned from his position as Service and Support Associate effective May 13, 2015.

D. Accept Inspection Reports

Type: Inspection  
Inspector: State Fire Marshal  
Date: April 2, 2015. Return visit March 27, 2015  
Findings: Ten Violations  
Corrective Action: All Corrected

Type: Annual Test & Maintenance for Backflow Prevention Assemblies  
Inspector: Lippincott Plumbing and Heating, Inc.  
Date: March 16, 2015  
Findings: In Compliance  
Corrective Action: N/A

Type: Annual Boiler Combustion Inspection  
Inspector: Lippincott Plumbing and Heating, Inc.  
Date: March 31, 2015  
Findings: In Compliance  
Corrective Action: N/A

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

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

Mrs. Lehman, 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 40-15: 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 April, pages 2, 8, 13, 22 and 24.

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

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. Fleming, abstain

SUPERINTENDENT'S RECOMMENDATION 41-15: 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 April, page 21.

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  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Lehman, abstain

Mr. Conrath, yes  
Mr. Fleming, yes

SUPERINTENDENT'S RECOMMENDATION 42-15: 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 April, page 16.

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

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

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, abstain  
Mrs. Meister, yes

Mr. Garlock, yes  
Mr. Fleming, 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
  - LODDI, Inc. Board minutes of April 16, 2015
  - LODDI Financial Reports included for Finance Committee Only
4. Human Resource Report and HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council

ETHICS COUNCIL RECOMMENDATION 43-15: 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. Garlock moved.

Mrs. Lehman seconded the motion of the Ethics Council.

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

B. Finance Committee – Met May 22, 2015

Mr. Garlock reported that the year-to-date revenue was almost \$5.9 million which was over budget by \$486,642. Year-to-date expenditures were \$5.1 million which was \$325,708 under budget.

Martha Nance, Director of Business, stated that as of June 1, 2015, TCM will be cost settled. This Medicaid reimbursement process is called Certified Public Expenditures. We will be paid 60% and we will not have to pay match in advance. When it is cost settled, we will be paid up to 112% of the state average if our costs (rates) are higher than what we were paid. It has been taking up to five years for cost settlements to happen. The biggest downfall to this new process is that our SSA's will no longer be allowed to bill for travel time or for documentation time. Theresa Schnipke believes that this could be up to 30% of the SSA's time. We will lose money because of this. Starting June 1<sup>st</sup>, the SSA's have to write separate casenotes for services, travel and documentation. The cost settlement will retro back to January 1, 2015.

The Board reviewed the updated Long-Term Budget Analysis report that Martha distributed. The report showed how much different mills for the levy would generate. The Board asked what is the typical millage for a levy for a county board. How do we compare with cost per individual served with other counties? We need to communicate with the community that we have not been on the ballot for 13 years and let them know all of the services we have added in those 13 years.

FINANCE COMMITTEE RECOMMENDATION 44-15: The Finance Committee recommended and so moved that the following transfer be approved as presented:

Inter-Fund Transfer

From 20751693 930001 Family Resource Fund, Transfer Out  
To 00180491 590901 General Fund, Administration, Transfer In  
\$3,808.79 to cover a portion of the administrative costs of the program

Mr. Garlock moved.

Mrs. Meister seconded the motion of the Finance Committee.

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

C. Planning Committee

D. Policy Committee

Policy 7.03 was revised to permit the Board to join a group to go out for bid. This specifically occurs with the purchase of gasoline and diesel. Policy 7.11, an “s” was removed from board in the first sentence. A typographical error was corrected in Policy 7.12. Policy 7.13 was reviewed with no changes recommended.

Policy 8.4 was reviewed with no changes recommended. Policy 8.4.1 was reviewed with the recommendation to change the word client to individual. Additionally, in Section D, the possibility of an individual receiving services having personal responsibility was added. Policy 8.4.2 was modified only to eliminate one legal reference deemed to be unnecessary.

POLICY COMMITTEE RECOMMENDATION 45-15: The Policy Committee recommended and so moved that the following actions on policies:

1. Approved the Revisions to the Following Policies
  - Policy 7.03 – Purchasing
  - Policy 7.11 – Contracting
  - Policy 7.12 – Grant Applications/Acceptance
  - Policy 8.4.1 – Oxygen Administration and Storage
  - Policy 8.4.2 – Health Services Policy Permitting the Delegation of Nursing Tasks
2. Review Policies with No Recommended Changes
  - Policy 7.13 – Fundraising
  - Policy 8.4 – Health Care

Ms. Montrose moved.

Mrs. Lehman seconded the motion of the Policy Committee.

Mrs. Lehman, yes  
Mr. Conrath, yes

Mrs. Meister, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

XII. New Business

A. Approve Reappointment of a Board Member to LODDI, Inc.

The LODDI, Inc. Board has recommended that Dennis Rockhold be appointed to a 3<sup>rd</sup> and final term on the Board. This term will run through June of 2018. Dennis has been a faithful and active member since June of 2009. Dennis works for Rockhold Wentling Financial Advisors.

SUPERINTENDENT RECOMMENDATION 46-15: Superintendent Baldrige recommended that the Board reappoint Dennis Rockhold to the Board of LODDI, Inc. effective July 1, 2015 through June 30, 2018.

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

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

Mrs. Meister, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. Fleming, yes

B. Modify Position Description for the Human Resource Director

Superintendent Baldrige recommended modifications to the Human Resource Director position description. She recommended that the job summary be changed to say is responsible to develop, implement and administer human resources and staff development programs, policies, and procedures for the agency. Must strive to meet the Agency mission and exemplify the Agency's core values. The job accountabilities, licenses and certificates, and training and experience sections were also updated to accommodate the change in the job summary.

SUPERINTENDENT RECOMMENDATION 47-15: Superintendent Baldrige recommended that the Board modify the position of Human Resource Director, AD-500.

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

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. Fleming, yes

XIII. Board Discussion

A Planning Committee meeting was tentatively scheduled for 11:00 am on Wednesday, June 3<sup>rd</sup>.

XIV. Other Items to Come Before the Board

XV. Adjournment

Mr. Garlock moved to adjourn the meeting at 7:17 p.m.

Mrs. Meister seconded the motion to adjourn.

Mrs. Meister, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. Fleming, yes

**TOUR OF MARIMOR INDUSTRIES**

Regular Board Meeting  
June 23, 2015  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

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Chris Calvelage, Clerk

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Phyllis Montrose, Recording Secretary