

September 22, 2015

81-15 Approval of the Agenda

82-15 Approval of the Minutes of the July 28, 2015 regular meeting  
Concurrence with the payment of bills in July pages 2-5, 7-9, 11-12, 14-19, and 22-28 and in  
August, pages 1-5, 7-10, 12-13, 15, 17-19, and 21-29

Accept Personnel Report

Hire of Amy Riggs as a Part-Time Employment Specialist

Hire of Rebecca Maenle as a Service and Support Associate

Transfer of Kristin Green from a Part-Time Employment Specialist to Employment Specialist

Transfer of Amanda Fox from Day Service Assistant/Bus Aide to Part-Time Assistant

Transfer of Angela Hunt from Day Service Assistant/Bus Aide to Part-Time Assistant

Transfer of Jessica Miller from Day Service Assistant/Bus Aide to Part-Time Assistant

Transfer of Ashley Rogers from Day Service Assistant/Bus Aide to Part-Time Assistant

Transfer of Bus Aide to Educational Aide due to bumping rights.

Resignation of Sara Julian as Part-Time Employment Specialist

Resignation of Brooke Shultz as an Employment Specialist

Probationary Removal of Danielle Poland as Instructor

Lay Off of Grace Shaner as Educational Aide

Resignation of Wendy Bitters as Nursing Coordinator

83-15 Concurrence with the payment of bills in July, pages 1, 6, 10, 13, 20, and 21 and in August  
Pages 6, 11, 14, 16 and 20

84-15 Approve the following Direct Service Contracts:

Benchmark

Champaign Residential Services, Inc.

MPA Services, Inc.

RMS of Ohio, Inc.

85-15 Approve the following Finance Actions:

Intra-Fund Transfers

Inter-Fund Transfers

Supplemental Appropriations

86-15 Adopt the Proposed Plan to Divest the Board from the Provision of Direct Services Funded by  
Medicaid

87-15 Abolish and Create the following Positions:

AS-424 Nursing Coordinator – Abolish effective immediately

CS-306 Intervention Specialist – Abolish effective immediately

CS-108a Educational Aide – Abolish effective 10/7/15

AD-306 Medicaid and Billing Specialist – Create

88-15 Modify the following Position Descriptions:

CS-312 School Nurse

CS-322 School Nurse Substitute (Creating New)

CS-500 Director of Education

AS-310 Adult Services Nurse

AS-312 Adult Services Nurse Substitute

89-15 Approve a Contractual Agreement for Nursing Services

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

September 22, 2015

5:30 p.m. Regular Board Meeting

Administration Building

2550 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, September 22, 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. Martin Garlock, present  
Ms. Phyllis Montrose, excused

Mrs. Linda Lehman, excused  
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: Jenny Bailey read the vision statement. Jenny currently works in the transportation department as a Driver Non CDL/Bus Driver. She has worked for the Board for 14 years. She has worked in many areas throughout the agency. She has worked as a Custodial Worker, Educational Aide, Cafeteria Worker, Day Service Assistant, Bus Driver and a Driver Non CDL. Jenny also worked at the Argonne restaurant. The Argonne was a restaurant that was run by Marimor Industries that employed clients to teach them how to work in a restaurant setting.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 81-15:

Mr. Garlock moved to approve the agenda.

Mr. Conrath seconded the motion to approve the agenda.

Mr. Garlock, yes  
Mr. Fleming, yes

Mr. McPheron, yes

Mr. Conrath, yes

IV. Correspondence

V. Hearing of the Public

VI. Reports – Report from “Tools for Success: Transitioning Out of Direct Services” by all who attended. Tom Fleming, Linda Lehman, Jeannie Stahl, Andy Wilker, Rashawna Perry, Martha Nance and Theresa Schnipke attended the training. Superintendent Baldrige participated in the training by webinar.

Superintendent Baldrige reported that County Board of DD’s were initially told that the plans to come into compliance with transitioning out of direct services was due by September 1, 2015. At the training they were told that the transition plan must be submitted to DODD by October 1, 2015. Currently each of the 88 counties has their own way of transitioning. We are currently determining who has done it successfully and well so that we can follow their lead.

President Fleming stated many counties have moved to non-board transportation for many of their clients. County Board of DD’s cannot provide direct care or transportation if they provide SSA services by 2024.

Jeannie Stahl reported that the services that are involved in the transition include day services, community employment, enclave and all transportation. 49.45% of those service dollars are authorized to the county board. Our Board currently provides services for 73.12% of the individuals served in those services. The other 26.88% of the individuals are already served by another provider. A lot of our providers already transport the individuals themselves. The Board provides transportation to only 35% of the individuals on a waiver. By 2019, the statewide mandated cut is 30% for the day services, community employment services, enclave and transportation and by 2024 the County Board’s cannot provide any of the above mentioned services.

Superintendent Baldrige stated that according to CMS, the date that County Board of DD’s can no longer refer people to themselves for services was July 1, 2015. Effective immediately the only way a new person can come to the County Board is if there is no other willing and able provider. Effective today, no new people can come in. Those individuals, who are currently in the intake process, will still have the option to choose the County Board. If we do not stop accepting new clients, CMS will take away our Medicaid money.

Jeannie Stahl reiterated that the choice of Marimor Industries is no longer on the table for families unless no other provider is willing to take them.

Superintendent Baldrige stated that Marimor Industries will be submitting an application to the Department of DD to become a Medicaid Provider. This should happen no later than January 1, 2016. The earliest it could happen in November of 2015. Typically it takes 60 – 90 days to become a Medicaid Provider. Rashawna Perry has seen it happen as quickly as 30 days. Given the current situation, we anticipate that the process will move along quickly. Once Marimor Industries has their own Medicaid number, they can start accepting new clients.

Superintendent Baldrige said that we do not anticipate a “switch flipping” which would mean today the client would receive day services or transportation from the County Board and tomorrow they would receive services from Marimor Industries. This transition will be a process which will include each client’s team meeting so that the client can make a choice of what provider they would like to go to. At that point in time Marimor Industries will be a choice for them. All PAWS have to be amended.

Before the transition can begin, Marimor Industries needs to come up with a salary and benefit package for their staff and the County Board has to decide what we can do for our employees to make the transition smooth. Both of these items need to go hand in hand so that all employees can make informed choices.

Starting on January 1, 2016, Team meetings will have plans that will be effective on April 1, 2015 to transition the clients.

Superintendent Baldrige stated that the Ohio Public Images is currently developing tool kits to help market private providers. In Allen County, we have talked with our providers about promoting our agency

since we do fund them. The public needs to be educated that the Board may not provide all of the same services anymore but we do fund all of the services. This is a public relation issue that we will need to work on.

## VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 82-15: 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 July 28, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of July pages 2-5, 7-9, 11-12, 14-19, and 22-28 and during the month of August, pages 1-5, 7-10, 12-13, 15, 17-19, and 21-29.
- C. Accept Personnel Report
  1. New Hires
    - a. Amy Riggs was hired as a Part-Time Employment Specialist effective August 17, 2015 at an hourly rate of \$12.40.
    - b. Rebecca Maenle was hired as a Service and Support Associate – Children effective September 28, 2015 at an annual salary of \$36,000.
  2. Transfers
    - a. Kristin Green transferred from a Part-Time Employment Specialist to an Employment Specialist effective August 17, 2015 at AFSCME Step 0.
    - b. Amanda Fox transferred from a Day Services Assistant/Bus Aide to a Part-Time Assistant effective 8/26/15 at the same AFSCME Salary Step due to job abolishment from the 7/28/15 Board meeting.
    - c. Angela Hunt transferred from a Day Services Assistant/Bus Aide to a Part-Time Assistant effective 8/26/15 at the same AFSCME Salary Step due to job abolishment from the 7/28/15 Board meeting.
    - d. Jessica Miller transferred from a Day Services Assistant/Bus Aide to a Part-Time Assistant effective 8/26/15 at the same AFSCME Salary Step due to job abolishment from the 7/28/15 Board meeting.
    - e. Ashley Rogers transferred from a Day Services Assistant/Bus Aide to a Part-Time Assistant effective 8/26/15 at the same AFSCME Salary Step due to job abolishment from the 7/28/15 Board meeting.
    - f. Jeannie Niles exercised her bumping rights to move from her abolished position of Bus Aide to an Educational Aide effective 8/26/15 at AFSCME Salary Step 6.
  3. Terminations
    - a. Sara Julian resigned as a Part-Time Employment Specialist effective August 4, 2015.
    - b. Brooke Shultz resigned as an Employment Specialist effective August 14, 2015.
    - c. Danielle Poland was a probationary removal effective August 10, 2015.

- d. Grace Shaner was laid off as an Educational Aide effective August 25, 2015 due to job abolishments and being bumped by seniority.
- e. Wendy Bitters resigned as a Nursing Coordinator effective September 3, 2015.

D. Accept Inspection Reports

Type:	Fire Alarm
Company:	Bell Security
Dates:	July 3 and 7, 2015
Results:	All in Compliance
Corrective Action:	N/A

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

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

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

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 83-15: 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 July, pages 1, 6, 10, 13, 20, and 21 and during the month of August, pages 6, 11, 14, 16, and 20.

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	Mr. Conrath, yes	Mr. Garlock, yes
Mr. Fleming, abstain		

IX. Superintendent's Report

A. Administrative

1. Children’s Services Report (July and August)
2. Adult Services Report (August and September)
  - Marimor Industries Financial Reports
3. Community Support Services Report (July and August)
  - Minutes of LODDI, Inc. meeting of August 20,2015
  - Financial Statements through June
4. Human Resource Report (July and August) and HR Newsletter (August and September)

X. Old Business

XI. Committee Reports

A. Ethics Council – Met September 22, 2015

ETHICS COUNCIL RECOMMENDATION 84-15: 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>
Benchmark	1 year	\$18.64 per hour \$ 0.45 per mile
Champaign Residential Services, Inc.	1 year	\$23.00 per day per resident
MPA Services, Inc.	1 year	\$18.64 per hour \$ 0.45 per mile
RMS of Ohio, Inc.	1 year	\$18.64 per hour \$ 0.45 per mile

Mr. McPheron moved.

Mr. Conrath seconded the motion of the Ethics Council.

Mr. Conrath, yes  
Mr. Fleming, yes

Mr. Garlock, yes

Mr. McPheron, yes

B. Finance Committee – Met September 18, 2015

Mr. Garlock reported that year-to-date revenue was \$11.2 million, which was approximately \$81,000 over budget. Year-to-date expenditures were \$9.6 million, which was approximately \$1.4 million under budget. Mr. Garlock reported that the 2016 budget process has begun. The final draft of the budget will be significantly different from the first draft because we do not know what the financial impact will be with the coming changes. Many financial decisions will need to be made in the near future for items such as severance packages and buyouts. Mr. Conrath stated that the Board’s priorities will be the continuity of services, taking care of the employees and finally what happens with the money in the end. Superintendent Baldrige stated that by December we need to have an idea of what our detailed plan will look like.

Mr. Garlock stated that the Board will be moving away from The Billing Connection, which is the company that was doing our Medicaid billing. They have not met our expectations, therefore, we will be creating an internal position to handle the billing.

FINANCE COMMITTEE RECOMMENDATION 85-15: The Finance Committee recommended and so moved that the following transfers and supplemental appropriation be approved:

Intra-Fund Transfers

From 30030317 170005 General Fund, Children’s Services, PreSchool, Salary-Regular Employees  
To 10010131 360335 General Fund, Administration, Advertising  
\$5,000 to cover advertising costs to end of the year

From 20771631 390998 Residential Fund, Stabilization Account

To 20771631 390975 Waiver Match Payments  
\$10,939 to pay 1<sup>st</sup> Quarter Payments

Inter-Fund Transfers

From 24601594 940001 Early Childhood Special Education, IDEA FY-15 Fund, Advance Out  
To 00180492 590902 General Fund, Administration, Advance In  
\$2,518.09 to return advance to the FY-15 Grant Fund

From 24691594 940001 Special Education Part B IDEA FY-15 Fund, Advance Out  
To 00180492 590902 General Fund, Administration, Advance In  
\$2,914.34 to return advance to the FY-15 Grant Fund

Supplemental Appropriation

To 20771631 390975 Residential Fund, Waiver Match Payments  
\$225,103 to cover 2<sup>nd</sup> quarter match commitments

Mr. Garlock moved.

Mr. Conrath seconded the motion of the Finance Committee.

Mr. Conrath, yes  
Mr. Fleming, yes

Mr. Garlock, yes

Mr. McPheron, yes

C. Planning Committee – Met September 18, 2015

The Planning Committee met to discuss a plan for the Board to cease the provision of direct services funded by Medicaid. The Annual Benchmarks for Compliance with 5123:2-9-11 dated September 22, 2015 plan was reviewed by the Board. The plan stated that the Benchmark for recruitment for 2016 will be for the Board to facilitate an increase of 10% in providers in (ADS) Adult Day Services and 12% in providers for NMT (Non-Medical Transport) services. Referrals for waiver services to the county board as a provider will be suspended effective immediately. An exception would be if no private provider is willing or able to serve the individual. This will be in effect until Marimor Industries begins its transformation and is a certified private waiver provider. By January 2017 all waiver services will be authorized to private providers.

Superintendent Baldrige stated that it is the Service and Support Associates job to find a provider for the services the individuals want. The Board does provide a few Non-Medicaid services and a decision will have to be made on whether or not we want to continue to provide those services.

Jeannie Stahl stated that clients can choose out of county providers. They are not limited to Allen County. The Board will continue to look for new providers as we have been doing in the past. This will be an ongoing task.

The county board is no longer qualified to be a provider because you cannot provide SSA services and be a provider so CMS has disqualified county boards.

PLANNING COMMITTEE RECOMMENDATION 86-15: The Planning Committee recommended and so moved that the Board adopt the proposed plan to divest itself from the provision of direct services funded by Medicaid.



Mr. Conrath moved.

Mr. McPheron seconded the motion of the Planning Committee.

Mr. Garlock, yes  
Mr. Fleming, yes

Mr. McPheron, yes

Mr. Conrath, yes

D. Policy Committee

XII. New Business

A. Abolish and Create Positions

Our Nursing Coordinator has resigned. In light of the upcoming changes, we have decided it is best to not fill this position. Once the Board is no longer providing direct services funded by Medicaid, our only need for a nurse will be to do nursing quality assurance reviews with providers. We can contract for that service. In fact, Wendy Bitters is interested in contracting with us for that as well as providing supervision of our LPNs as long as we continue to provide direct services funded by Medicaid. Therefore, I recommend we abolish her position.

Peggy has approached the Superintendent with the recommendation that we eliminate a classroom at the school. We have four less students than anticipated this school year. One passed away and three are elsewhere. We also have been having difficulty finding a teacher. Therefore, we are recommending eliminating a teacher (Intervention Specialist) and an Ed Aide. The teacher position is vacant but we will need to lay off an Ed Aide.

We would like create a Medicaid Billing Specialist position to replace our contract with The Billing Connection. We have had significant problems with The Billing Connection in both accuracy and timeliness. We pay them \$90,000 per year which will cover the salary of a Billing Specialist. Additionally, we will be able to receive revenue through Medicaid Administrative Claiming to offset the cost of this position.

SUPERINTENDENT RECOMMENDATION 87-15: Superintendent Baldrige recommended that the Board abolish the following position:

- 1 AS-424 Nursing Coordinator – effective September 30, 2015
- 1 CS-306 Intervention Specialist – effective September 23, 2015
- 1 CS-108a Educational Aide – effective October 7, 2015

Superintendent Baldrige further recommended the Board create the following position:

- 1 AD-306 Medicaid and Billing Specialist

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

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

Mr. McPheron, yes  
Mr. Fleming, yes

Mr. Conrath, yes

Mr. Garlock, yes

B. Modify Position Descriptions

With the elimination of the Nursing Coordinator, we need to modify some position descriptions to reflect a change in supervision. Peggy will begin to supervise the School Nurse and School Nursing Substitutes. Rashawna will supervise the Adult Services Nurse and Adult Services Nursing Substitutes.

SUPERINTENDENT RECOMMENDATION 88-15: Superintendent Baldrige recommended that the Board modify the following position descriptions to reflect new supervisory responsibilities

- CS-312 School Nurse
- CS-322 School Nurse Substitute (Creating New)
- CS-500 Director of Education
- AS-310 Adult Services Nurse
- AS-312 Adult Services Nurse Substitute

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

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

Mr. McPheron, yes  
Mr. Fleming, yes

Mr. Conrath, yes

Mr. Garlock, yes

C. Approve a Contractual Agreement for Nursing Services

With the elimination of the Nursing Coordinator, we need to enter into contract with an RN to provide Nursing Quality Assessment Reviews, training and oversight for delegated nursing and oversight of the LPNs working in adult services.

SUPERINTENDENT’S RECOMMENDATION 89-15: Superintendent Baldrige recommended the Board approve the Contractual Agreement for Nursing Services with Wendy Bitters.

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

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

Mr. Conrath, yes  
Mr. Fleming, yes

Mr. Garlock, yes

Mr. McPheron, yes

XIII. Board Discussion

XIV. Other Items to Come Before the Board

Superintendent Baldrige will contact interested candidates for the open Board Member position.

XV. Adjournment

Mr. Garlock moved to adjourn the meeting at 7:10 p.m.

Mr. McPheron seconded the motion to adjourn.

Mr. Conrath, yes  
Mr. Fleming, yes

Mr. Garlock, yes

Mr. McPheron, yes

Regular Board Meeting  
October 27, 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