

October 25, 2016

- 104-16 Approval of the Agenda
- 105-16 Approval of the Minutes of the September 27, 2016 Regular Board Meeting  
Concurrence with the payment of bills in September with the exception of pages 1 and 28  
Accept the following Personnel Actions:  
    Resignation of Tim Richards as an Educational Aide  
Accept the following Inspection Report:  
    A-1 Door Specialties – Inspection for Power Operated Doors
- 106-16 Concurrence with the payment of bills in September, pages 1 and 28
- 107-16 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 108-16 Review of Ethics Checklist for the following Employees:  
    McVetta and Caliber One  
    Wagner and Livingston
- 109-16 Approve the following Policies  
    Policy 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction  
    Policy 1.58 Social Media
- 110-16 Approve Preliminary Strategic Plan Annual Action Plan for 2017
- 111-16 Recommend Placing Items on GovDeals.net for Auction
- 112-16 Waivers for Children with Intensive Needs

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

October 25, 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, October 25, 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 McPheron, 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: Mrs. Sheena Eickholt, the mother of Tobias Eickholt, read the Vision. Tobias receives both Help Me Grow Service Coordination from our staff member Michelle Bardo and Early Intervention services from our newest staff member, Kelly von der Embse. The Eickholts are very grateful that the Allen County Board of DD was awarded the infant hearing grant so the program that ended at Lima Memorial Hospital can continue. Tobias has had a Cochlear Implant and needs intensive services at this time. Kelly, who started with our agency on September 1, 2016, has a caseload of 17 children in 5 counties working up to 29 hours weekly.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

| <u>Item(s) Added</u>                            | <u>Requested By</u>     |
|---|-------------------------|
| Recommend Placing Items on GovDeals for Auction | Superintendent Schnipke |
| Waivers for Children with Intensive Needs       | Superintendent Schnipke |

RESOLUTION 104-16:

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 had four correspondence items. One is from a parent whose child just completed services in Help Me Grow (HMG). This is a great example of the compassion and care the HMG and Early Intervention (EI) staff provide daily in family homes. We also had a 'Thank You' note from the EI and HMG staff for their new office area. They also took a great picture for you to see them in their new environment. We received a note of thanks from PAR (Professionals, Advocates & Resources) for our support of the Synergy Conference that is held annually for self-advocates. Two individuals we serve and two SSAs attended one day of the conference this year. We received a note of thanks from the Ruthella Baier family for the condolences sent at the time of her passing. This is Records Clerk, Joyce Diller's mother.

#### V. Hearing of the Public

VI. Staff Reports – Kristy Schweingruber, Service & Support Administration Director, gave a brief update on the recent work by the Service & Support Associates (SSAs) that included new day waiver rules with funding changes. Currently our SSA's serve 597 individuals, 79 are children. On November 1<sup>st</sup> there were supposed to be many changes through DODD which included things like rate modifications to programs such as community inclusion and behavior support. There were budget changes with would allow individuals to attend a day hab program 260 days instead of only 240 days. However the plan for these funding levels is to be geared towards community employment and navigation. The SSA's had one month to make all of the changes to 141 plans and 59 annuals. The SSA's had successfully made all of the changes but then on October 17<sup>th</sup> we were informed by DODD that CMS had issued a formal request for more information before they would approve any of the changes that had been planned for across the state. It can now take up to 4 months for any changes to be approved so now all of the plans have to be changed back as meetings occur.

#### VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 105-16: 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 September 27, 2016.
- B. Concurrence with the transfers/advances & payment of bills for programs operated by the Allen County Board of Developmental Disabilities during September 2016 with the exception of pages 1 and 28.
- C. Accept Personnel Report

1. Transfers

- a. Tim Richards resigned as an Educational Aide effective October 12, 2016.

D. Accept Inspection Reports

Type: Inspection for Power Operated Doors
Company: A-1 Door Specialties
Date: September 21, 2016
Results: One of five automatic doors needed attention.
Corrective Action: A safety sensor was replaced.

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

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

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

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 106-16: 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 September 2016 on pages 1 and 28.

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

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

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

B. Administrative

- 1. Early Childhood Report- September 2016
2. Children’s Services Report –September 2016
3. Quality & Support Services – September 2016
4. Service & Support Administration Report – September 2016
• VR Contract 2015-2016 Service Statistics
5. Human Resources Report September 2016 and HR Newsletter- September

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on October 25, 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>                                       |
|------------------|---------------------|--|
| Timothy Surfield | Father              | Family Support Services – Reimbursement for Gas Card |
| Victoria Carroll | Mother              | Family Support Services – Reimbursement for Gas Card |
| Lydia Larison    | Mother              | Family Support Services- Reimbursement for Gas Card  |

ETHICS COUNCIL RECOMMENDATION 107-16: The Ethics Council recommended and so moved that the Board approve the Direct Service Contracts Involving Payment to Immediate Family Members of Eligible Individuals as presented.

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

2. Review of Ethics Checklists for Employees

ETHICS COUNCIL RECOMMENDATION 108-16: A legal review for employee McVetta was indicated as she is the Director of Quality and Support Services and her brother is the owner of Caliber One, an active provider in our county from Hancock County. Legal Counsel suggested safeguards for this relationship and those recommendations are in place. There will be minimal contact in their current role & if a situation does arise both parties know to seek out the Superintendent or the SSA Director to handle the matter. For employee Wagner and Livingston, there is no supervisory responsibility for either employee, they will not serve the same individuals and they work in different capacities at the Board. The Ethics Council so moves the Board certify these reviews have met all the conditions of §O.R.C. 5126.033 and there is not an ethical conflict and safeguards are in place to avoid any conflict.

Mr. McPheron moved.

Mrs. Weaver seconded the motion.

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

Mr. Conrath, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Ms. Montrose, yes

B. Finance Committee – Met October 21, 2016

Mr. Garlock reported that the revenue was approximately 11.4 million dollars, which was 1.1 million dollars over budget. Expenditures were 10 million dollars which was 2.1 million dollars under budget. Most of these variances are due to the July 1<sup>st</sup> transition of Marimor Industries and Transportation. The finance committee also reviewed the 2<sup>nd</sup> draft of the 2017 budget.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met October 25, 2016

Policy 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction: Updated to reflect new documents that will be added to the schedule.

Policy 1.58 Social Media: This is a new policy due to the recommendation of an HR consultant and from various trainings on this topic in 2016.

POLICY COMMITTEE RECOMMENDATION 109-16: The Policy Committee recommended and so moved that the Board approve changes to Policy 1.45 on Records Format, Retention Schedules and Document Destruction and adopt new Policy 1.58 on Social Media.

Ms. Montrose moved.

Mrs. Lehman seconded the motion of the Policy Committee.

Mr. Patrick Conrath, yes  
Mr. Robert McPheron, yes  
Mr. Thomas Fleming, yes

Mr. Martin Garlock, yes  
Mrs. Phyllis Montrose, yes

Mrs. Linda Lehman, yes  
Mrs. Melissa Weaver, yes

XI. New Business

A. Approve Preliminary Strategic Plan Annual Action Plan for 2017

The recommendations for 2017 goals and proposed action steps that align with the Strategic Plan that was approved for 2015-2017 were reviewed. We have faced many changes since the Strategic Plan was developed in 2014. The Leadership Team has amended goals and made recommendations accordingly. In the summer of 2017 we will begin our next three year Strategic Plan development. Our hope is to have a new plan fully in place before our agency Accreditation by DODD in early 2018. If the Annual Action Plan for 2017 is approved at this board meeting, we will hold a Public Hearing in November.

Also, the 2016 first half results of the Program Evaluation goals were reviewed. These include Service Satisfaction Surveys for Marimor School, SSA and Early Childhood services. We have learned that this process is a CARF requirement. Since we are no longer involved with CARF, as we are not a provider any longer, we do not have to keep this process exactly as it is now. However, many of these goals align with DODD rule requirements and are a good practice for improving our effectiveness and efficiency. We want to take some time to look more closely at this process before recommending any changes. The Leadership team has discussed aligning the 2017 Program Evaluation goals more closely with the Strategic Plan Annual

Action Plan. This way we will have measureable outcomes for our priority areas on the Strategic Plan. We have not finalized the Program Evaluation goals for 2017; that will be presented before the end of 2016 with the final Annual Action Plan.

SUPERINTENDENT RECOMMENDATION 110-16: Superintendent Schnipke recommended the Board approve the preliminary Strategic Plan Annual Action Plan for 2017 and consent to seek public comment in November 2016.

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  
Ms. Montrose, yes  
Mr. Fleming, yes

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

**B. Recommend Placing Items on GovDeals.net for Auction**

SUPERINTENDENT RECOMMENDATION 111-16: Superintendent Schnipke recommended that Board request the Allen County Commissioners declare the items listed below 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.

**ALLEN COUNTY BOARD AUCTION LIST**

| <b>TAG<br/>#</b> | <b>DESCRIPTION</b>          |
|------------------|-----------------------------|
| 00017            | 4 drawer file cabinet       |
| 20055            | Desk                        |
| 20256            | Trapezoid Table             |
| 20377            | Putty bookshelf 3 tier      |
| 20889            | L Shaped Desk               |
| 21241            | Tripod for camera           |
| 21335            | Grey desk                   |
| 21731            | Tall shelf                  |
| 21965            | Trapezoid Table             |
| 20381            | Brown 5 drawer file cabinet |
| 22048            | 5 Shelf Bookcase - Putty    |
| 22696            | Desk                        |
| 23029            | Hon 3 drawer lateral file   |
| 23414            | Red rolling office chair    |
| 23425            | Rolling burg chair          |
| 23433            | Burgundy chair rolling desk |
| 23471            | Rolling office chair        |
| 23532            | Putty 5 drawer file cabinet |
| 23618            | Hon Black 5 shelf bookcase  |
| 23621            | Burgundy side chair         |
| 23622            | Burgundy side chair         |
| 23714            | Black bookshelf             |

23766 Desk-L shaped putty/wood top  
 23773 Burgundy side chair  
 23782 Red Teacher's Chair  
 23944 Brown table  
 24064 Bookcase - 6 shelf  
 24084 Computer Cart  
 24280 Burgundy side chair  
 24340 Burg Side Chair  
 24469 Hon desk hutch - putty  
 24486 Hon Black 5 shelf bookcase  
 24576 Big Metal Cabinet  
 24577 2 door locking storage cabinet  
 24630 Gray/Blue Cloth Desk Chair  
 24735 Rolling shelf  
 24805 Red & white folding storage shelves  
 24856 Computer Stand  
 24886 Burgundy office chair  
 25040 Blue side chair  
 25081 Grey rolling desk chair  
 25281 Hinged shelf - yellow folding storage shelf  
 25299 Wood cupboard on wheels w/red handles  
 25302 Tan book shelf  
 25320 Bookcase - 4 shelf tan  
 25391 Gray rolling desk chair  
 25414 Wood grain desk w/shelving on top  
 25462 Gray storage cabinet  
 25465 Tan tall storage cupboard  
 25495 Tan desk w/wood grain top  
 25555 Grey computer table  
 25578 Desk w/hutch burgundy / gray  
 25630 Rolling plastic cart  
 25847 Bookcase 4 shelves  
 25949 Burgundy rolling office chair  
 26000 Teacher desk  
 26008 Red & white folding storage shelves  
 26171 computer desk  
 26179 Trapezoid Table  
 26229 White rocking chair  
 26311 Camera & Case  
 26339 Desk  
 26352 Dell OptiPlex GX620  
 26354 Dell OptiPlex GX620  
 26357 Dell OptiPlex GX620  
 26454 Tall tan storage cabinet  
 26501 Desk  
 26620 Bulletin Board  
 26624 Black office chair  
 26645 HP Compaq DC5800  
 26730 HP 17" Monitor  
 26750 Black 4 shelf bookcase  
 26854 HP Compaq 6000 Pro  
 26859 HP Compaq 6000 Pro  
 26861 HP Compaq 6000 Pro  
 26899 HP Compaq 6000 Pro



26900 HP Compaq 6000 Pro  
 27005 6' adj table virco  
 27008 6' adj table virco  
 27023 Blue rolling desk chair  
 27104 Blue rolling desk chair  
 27108 HP 25" Monitor  
 27119 HP Compaq 8000 Elite  
 27128 HP Compaq 8000 Elite  
 27606 TV  
 NN Bookshelf - 6 shelves - putty  
 NN Bookshelf - rolling plastic - toy holder  
 NN Bookshelf - black  
 NN Bookshelf - Tan metal 3 shelf  
 NN Bulletin Boards - several  
 NN Cables - 1 box cat5  
 NN Chair Lg Blue Virco  
 NN Chair Lg Blue Virco  
 NN Chair black rolling - Office Depot  
 NN Chair - blue student  
 NN Chairs - 4 preschool - yellow  
 NN Chair blue rolling  
 NN Chair gray rolling  
 NN Chair - large blue arm  
 NN Chair - large blue arm - 2  
 NN Chair - small blue arm  
 NN Chair - yellow cafeteria  
 NN Chair - blue with grey arm  
 NN Chair - burgundy side chair from Peggy's office  
 NN Chair - burgundy side chair from Peggy's office  
 NN Chair - burgundy side chair from Peggy's office  
 NN Computer - Compaq desktop  
 NN Computer - Dell OptiPlex GX620 26349  
 NN Computer - Dell Dimension 2400 25984  
 NN Computer - HP Compaq 6000 Pro 26908  
 NN Computer - HP Compaq DC5800 SFF 26679  
 NN Computer - HP Compaq DC5800 SFF 26689  
 NN Computer Stand  
 NN Desk - black metal w/wood grain top - has welfare tag #02987  
 NN Desk - black metal w/wood grain top - has welfare tag #3157  
 NN Desk - student  
 NN Fax - Brother Intellifax 5750e  
 NN Fax - Brother Intellifax 5750e  
 NN Fax - Brother Intellifax 5750e  
 NN Fax - Brother Intellifax 4100e  
 NN Fax - Brother Intellifax 4100e  
 NN File Cabinet - 2 drawer  
 NN File Cabinet - black 2 file drawer  
 NN File Cabinet - 4 drawer light brown  
 NN Holder - for Material Safety Data Sheets  
 NN Lawn Mower - Craftsman  
 NN Office Supply - MISC - Letter holders, folders, plastic containers, clipboards, binders  
 NN Monitor Stands - 10 assorted  
 NN Printers - Epson C88 - 5  
 NN Table - small wood grain top table

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

Mr. Garlock 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

C. Waivers for Children with Intensive Needs

Over the past several years we have enrolled children on Level One waivers as needed; however, we often stop when we reach a certain point or exhaust the current emergency/priority needs. However, as more families come forward we find ourselves talking about more waivers for children. Currently we have 21 children (still in school services) enrolled on Level One waivers. We have a need to enroll 2 now. We have never set a floor for how many children we can enroll or serve at one time. As kids age out to adult services we have not ‘back filled’ these slots or added more children unless they were deemed an emergency. We have found families are very interested in Level One services for a variety of reasons. Due to this, and some present needs, Superintendent Schnipke requested the Board set a floor of 25 Level One Waivers for children at any one time. We only have 21 children currently enrolled. This will give the SSA Department a clear cap and will help us better if a state hearing is requested. Emergencies and Priorities are still determined by the Waiting List Committee.

SUPERINTENDENT RECOMMENDATION 112-16: Superintendent Schnipke recommended that Board set a floor of 25 Level One Waivers for children at any one time.

Mrs. Weaver moved

Ms. Montrose seconded

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

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Conrath, yes

XII. Board Discussion

A. Appoint Delegate Assembly Representative

The Ohio Association of County Boards annual conference will be held on November 30- Dec 2, 2016. The Board selected Linda Lehman to be the delegate and Tom Fleming to be the alternate for the Delegate Assembly on November 30.

B. Notification of Award

We received word from the Ohio Department of Education that we were awarded additional grant monies to purchase needed School Equipment for Child Nutritional Needs. We will be purchasing a three door refrigerator with the additional \$6,215.00.

C. Board Terms

Ms. Montrose and Mrs. Weaver both agreed to accept another term with the Board. Mr. Conrath will consider this and inform Superintendent Schnipke and President Fleming when he reaches a decision.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Conrath moved to adjourn the meeting at 6:15 p.m.

Mrs. Weaver seconded the motion to adjourn.

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

Mr. McPheron, yes  
Mr. Conrath, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Regular Board Meeting  
November 22, 2016  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

\_\_\_\_\_  
Phyllis Montrose, Recording Secretary