

November 28, 2017

80-17 Approval of the Agenda

81-17 Approval of the Minutes of the October 24, 2017 Board Meeting

Accept the hire of Natalie Reynolds as a Service and Support Associate – Children

Accept the hire of Stephanie Fuerstenau as a Service and Support Associate

Accept the transfer of Melodie Conley from Service and Support Associate to  
Transition/Employment Navigation Manager

Accept the transfer of Rachael Staley from Developmental Specialist II to Early Childhood  
Supervisor

Accept the retirement of Hope Cauley as Arts Activities Coordinator – Part Time

Concurrence with the transfers for October 2017

82-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate  
Family Member of Eligible Individual

83-17 Approval of the following Policy Actions

Amend Policy:

Policy 7.02 Budgeting

Policy 7.03 Purchasing

Policy 7.04 Donations and Gifts

Policy 7.05 Cash Management

Policy 7.06 Travel

Policy 8.1 School Age

Policy 8.1.9 Early Intervention

Policy 8.7 Free and Reduced Price for Breakfast and Lunch

Policy 8.8 Education of Children with Disabilities

Abolish Policy:

Policy 8.1.8 Help Me Grow

84-17 Approve Funding for Home and Community Based Waiver Services for 2018

85-17 Approval to Create Occupational Therapist – EI (P/T) Position effective January 1, 2018

86-17 Approve Changes to the Following Job Descriptions

Behavior Support Specialist and Consultant

Service and Support Associate – Employment Navigation

Service and Support Administration Supervisor – Transition/Children

87-17 Approve Agreements with Marimor Industries, Inc.

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**MINUTES  
November 28, 2017**

**5:30 p.m. Regular Board Meeting  
2500 Ada Rd, Lima OH**

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, November 28, 2017 in the Administration Board room. President Garlock called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Tom Fleming, present	Mrs. Linda Lehman, excused	Mr. Bob McPheron, present
Ms. Phyllis Montrose, present	Mr. Adam Stolly, excused	Mrs. Melissa Weaver, present
Mr. Marty Garlock, 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:

This month the vision was read by Jalen M. who was accompanied by his mom, Michele M. The family lives in the Elida School District with Jalen enrolled as a 9<sup>th</sup> grader at Marimor School. Like most 15 year olds, Jalen likes to watch videos, listen to music and use his iPad. He also likes to feed the animals at his grandparents' house. At school, Jalen participates in the Travel Choir, Bell Choir and VSA Dance. He likes basketball and is going to play Special Olympics basketball this season. Jalen stated that his favorite subject was math.

Michelle stated that the staff at Marimor School feel like family. She knows Jalen is taken care of when he is here. She is very appreciative for all that the staff have done for Jalen. He has learned a lot. Staff always try to accommodate Jalen's needs. Michelle stated that the transition in transportation was an adjustment for them but it is working ok other than a longer bus ride for Jalen.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 80-17:

Ms. Montrose moved to approve the agenda.

Mr. Fleming seconded the motion to approve the agenda.

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes

#### IV. Correspondence

There are four items of interest this month. The first one is from Mr. Richard Haas, the only remaining original Board member from 1967. Superintendent Schnipke grown very fond of him during the planning time of our 50<sup>th</sup> anniversary events. He is kind and compassionate. It is easy to see with board members like him, how this agency got its strong base. Next, there is an email from a printer we used a lot in October. Superintendent Schnipke never met them, so this was all two or three staff that had contact with him during a very hectic time here. Superintendent Schnipke starred the part that made her proud of our staff during this time. There is an email from a mother of two individuals we serve. And then last, is a resignation letter. These are not generally shared; however, something about this one, said to share it. Hope Cauley is amazing to work with; and even though she is resigning from her part-time position, she will be under a small contract to come in on Wednesday mornings to perform for PLAYTIME starting in January. Many long time staff never really leave completely. That makes this agency unique and special.

#### V. Hearing of the Public

#### VI. Staff Report

In Correspondence PLAYTIME (Parents Learning About Young Toddlers and Infants with Mothers (and fathers) and Educators) was mentioned, and due to having a new Board Member, we will spend some time each month reviewing our programs and community outreach ventures. For this meeting we will start with a program in our Early Intervention unit. Barb Blass briefly explained what PLAYTIME was, and how it benefits our birth to three year old children and their parents. Barb explained that PLAYTIME meets one hour each week during the school year and one time per month during the summer. Participants spend time doing an art activity, and A.P.E. (Adaptive Physical Education) activity and either a story or a craft with someone from the Dolly Partin Imagination Library. PLAYTIME is open to the public. They typically have about 20 people (average of seven families) attend each week. The cost is very low. Items are paid for with donations. This is a great outreach program and helps to bring families to our agency.

#### VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 81-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on October 24, 2017 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
  - 1. New Hires

- a. Natalie Reynolds was hired as a Service and Support Associate – Children effective November 9, 2017 at an annual salary of \$37,500.
- b. Stephanie Fuerstenau was hired as a Service and Support Associate effective November 9, 2017 at an annual salary of \$39,500.

2. Transfers

- a. Melodie Conley transferred from Service and Support Associate to Transition/ Employment Navigation Manager effective November 9, 2017 at an annual salary of \$75,000. A Management Contract was completed to correspond.
- b. Rachael Staley transferred from Developmental Specialist II to Early Childhood Supervisor effective November 30, 2017 at an annual salary of \$58,385. A Management Contract was completed to correspond.

3. Terminations

- a. Hope Cauley, Arts Activity Coordinator – Part Time, resigned effective December 20, 2017.

C. Inspection Reports

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during October 2017.

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

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

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes

VIII. Superintendent’s Report

A. Superintendent Report for November 2017

B. Administrative

- 1. Early Childhood Report – October 2017
- 2. Children’s Services Report – October 2017
- 3. Quality & Support Services Report – October 2017
  - LODDI Minutes – October 2017 & Financials - Aug & Sept 2017
- 4. Service & Support Administration Report – October 2017
- 5. Human Resources Report – October 2017
  - HR Newsletter – November 2017

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on November 28, 2017

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

<u>Vendor</u>	<u>Relationship</u>	<u>Service</u>
17-056	Mother	Family Support Services- Gas Card
17-057	Father	Family Support Services- Gas Card
17-058	Aunt	Family Support Services- Respite Care
17-059	Mother	Family Support Services- Gas Card
17-060	Mother	Family Support Services- Gas Card
17-061	Father	Family Support Services- Gas Card
17-062	Mother	Family Support Services- Gas Card
17-063	Mother	Family Support Services- Gas Card

ETHICS COUNCIL RECOMMENDATION 82-17: The Ethics Council recommended and so moved that the Board approve the Direct Service Contract Involving Payment to Immediate Family Members of Eligible Individuals as presented.

Mr. McPheron moved.

Mrs. Weaver seconded the motion.

Ms. Montrose, yes  
Mr. McPheron, yes

Mrs. Weaver, yes  
Mr. Garlock, yes

Mr. Fleming, yes

B. Finance Committee – Met on November 17, 2017

Mr. Garlock reported that year-to-date revenue was \$10.6 million, which was \$800,000 under budget and year-to-date expenditures were about \$8.7 million, which was about \$1.2 million under budget. The Finance Committee reviewed the 3<sup>rd</sup> Draft of the 2018 Budget and the Long Term Budget Analysis.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met November 28, 2017

Policy 7.02 Budgeting was updated with new language, new formatting and clarification in several areas. Practice is changing, in consultation with the Finance Committee to have only three drafts of the Budget presented; two given to the Finance Committee in October and November. Then full Board in December. Added definition for Journal Entry Request.

Policy 7.03 Purchasing was updated with new language, new formatting and clarification in several areas. There are no changes in practice.

Policy 7.04 Donations and Gifts was updated with new language, new formatting and clarification in several areas. #2 was added as is written in statute that says the Board will take formal action to accept gifts in excess of \$5,000.00.

Policy 7.05 Cash Management was updated with new language, new formatting and clarification in several areas.

Policy 7.06 Travel was updated with new language, new formatting and clarification in several areas. A section was added prohibiting employees from taking advantage frequent flyer miles and such on personal credit cards. The reimbursement for meals and hotels was updated to match the Allen County Rates. A sentence was added about exceptions to hotel costs for self-advocacy events where activities go late into the evening.

Policy 8.1 School Age was updated with new language, new formatting and clarification in several areas. Added new information about classroom size and removed old language. Added information about a chicken pox epidemic should it exist. Removed student wellness information as that now is in a stand alone policy. Updated school attendance information due to changes in how this has to be handled.

Policy 8.1.8 Help Me Grow was being abolished due to home visiting program no longer being provided by the agency.

Policy 8.1.9 Early Intervention updated to include language on Service Coordination now being a part of the Early Intervention services. Other changes note the updates in supervisory names, practices and changing formatting. This will be renumbered to 8.16.

Policy 8.7 Free and Reduced Lunch Price for Breakfast and Lunch was updated to reflect changes made in the program by federal government. Terms updated accordingly. Details added about application from the new guidelines with foster parents, household size, interpreter usage and the verification process.

Policy 8.8 Education of Children with Disabilities was renumbered to 8.2 to follow the School Age Policy. There was minor set up and wording changes as well.

POLICY COMMITTEE RECOMMENDATION 83-17: The Policy Committee recommended the Board approve policy amendments as presented above for Policies 7.02, 7.03, 7.04, 7.05, 7.06, 8.1, 8.7, 8.8 renumbered to 8.2, 8.1.9 renumbered to 8.16 and the abolishment of 8.1.8.

Ms. Montrose moved.

Mrs. Weaver seconded the motion.

Mrs. Weaver, yes  
Ms. Montrose, yes

Mr. Fleming, yes  
Mr. Garlock, yes

Mr. McPheron, yes

XI. New Business

A. Funding for Home and Community Based Waiver Services for 2018

Statute §5126.0511 of the Ohio Revised Code says each year the Board must adopt a resolution specifying

the amount of funds it will use in the next year to pay the non-federal share of the Medicaid expenditures that the Board is required to pay, in accordance with §5126.0510 and 5126.059 of the Ohio Revised Code. Our match commitment is currently 37.33%. We are now authorizing approximately \$14,700,000.00 in Medicaid services annually for Home and Community Based Waiver Services. We are now providing approximately \$1,080,000.00 in Targeted Case Management (TCM) Services annually.

SUPERINTENDENT RECOMMENDATION 84-17: Superintendent Schnipke recommended the Board commit \$2,200,000.00 as payment for the non-federal share of Medicaid expenditures for home and community-based waiver services. Our commitment for TCM is \$403,000. The Board will also pay associated fees as required by the State. It is fully understood the payment of the non-federal share represents an ongoing financial commitment by the Allen County Board of Developmental Disabilities. This commitment assumes the continuation of \$2,806,914.00 in State allocation.

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

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

Mrs. Weaver, yes  
Ms. Montrose, yes

Mr. Fleming, yes  
Mr. Garlock, yes

Mr. McPheron, yes

#### B. Create Position in Early Intervention

Over the past year we have been carefully analyzing our therapy services contract with Lima Memorial Hospital. Currently that contracts stand at \$140,000.00 annually for both Physical Therapy (PT) and Occupational Therapy (OT). We have found that if we hire our own part-time OT we will be able to maximize the hours for less money. Currently, we receive approximately 20 hours weekly from the contractor; however, a part-time employee could work up to 29 hours weekly. We will reduce the LMH contract to \$100,000.00 for PT only and then use the remaining funds to hire a part-time OT. This is the budgeted to start January 1, 2018. The contract with LMH can be altered with proper notice. We will make those changes if we are able to hire the appropriately licensed personnel.

SUPERINTENDENT RECOMMENDATION 85-17: Superintendent Schnipke recommended that the Board approve the creation of a Part-Time Occupational Therapist position at a salary grade 700 commencing Jan. 1, 2018.

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

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

Mr. Fleming, yes  
Ms. Weaver, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes

#### C. Job Description Changes

This month we are making several changes to align with the discussions on changes over the past several months. First, the Behavior Support Specialist- Children is changing to Behavior Support Specialist and Consultant. This is to align with the position moving to the Quality and Support Services Department and the added responsibilities of consulting with various outsides agencies such as: county to county contracts

and the ARC of Allen County. It takes into consideration the position changing to 12 months to continue to support the ARC in the summer months and assisting in the support to our providers in the summer. With the decreased size of the school it seems prudent to help flatten the costs across the agency. The biggest part of the job during the school year will continue to be the behavior support at the school. We can also now bill TCM for some services provided. This will be effective December 21, 2017 to accommodate the payroll changes needed.

The other two changes are small changes related to the new Table of Organization in the Service and Support Administration Department. The updates in the SSA – Employment Navigation and the SSA Supervisor are minor changes to align these positions in the new Transition/Employment SSA unit and under the direction of the Transition/Employment Navigation Manager.

SUPERINTENDENT RECOMMENDATION 86-17: Superintendent Schnipke recommended the Behavior Support- Children position to changing to Behavior Support Specialist and Consultant position, 12 months, Grade 900 be effective on December 21, 2017. The new salary for Erin Koenig who will continue in this amended role will be \$46,800.00. She is moving from 9 to 12 months and taking on several new important responsibilities. Superintendent Schnipke further recommended the changes in job descriptions for SSA – Employment Navigation and the SSA Supervisor- Transition/Children be approved. There are no salary changes with the SSA or SSA Supervisor changes.

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

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

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes

#### D. Agreements with Marimor Industries, Inc. (MII)

For the past several months we have negotiated with MII the Master Agreement, Lease and several other contracts that expire on December 31, 2017, or are needed to be in place for January 1, 2018. The Lease, Agreement and MOU were originally drafted and hence, reviewed by the Allen County Prosecutor’s Office on behalf of the Allen County Commissioners.

A copy of the Master Service Agreement approved by MII on 11/23/2017 between MII and our Board was reviewed. There are also two contracts with MII for Information Systems (IS) services and for the purchase of all the equipment and inventory at the MII building. Additionally, you will find a copy of the MOU between the Commissioners and our Board for the lease funds to be given to our Board for the operation, upkeep, maintenance, utilities and janitorial expenses at 2450 Ada Rd in accordance with the lease agreement. MII did negotiate for substantive lease agreement changes with regards to maintenance. They asked for consideration of a lower overall all maintenance cost per episode. It was previously set for MII to pay up to \$1,000.00 per episode. Additionally, they asked for clarification in the responsibility for outside maintenance. Both issues have been updated. They will continue paying the first \$1,000.00 on all repairs with the exception of heating and cooling. The Board will determine the need and handle costs associated with all heating and cooling repairs/maintenance.

The lease amount will now be \$6,000.00 per month for the first year and then \$7,000.00 per month for the second year of the lease. This is in line with the commercial market analysis we had prepared in the



summer of 2017.

SUPERINTENDENT RECOMMENDATION 87-17: Superintendent Schnipke recommended the Board approve the Master Agreement with MII, approve the MOU with the County Commissioners and the contracts for Information Systems and the purchase of Equipment and Inventory with MII. All will commence on January 1, 2018 and will be in place until December 31, 2019, a period of twenty-four months. The Board further agrees the Superintendent will coordinate with the County Commissioners the approval of the lease agreement and the MOU before December 31, 2017.

Mr. McPheron moved.

Ms. Montrose seconded.

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Weaver, yes

## XII. Board Discussion

### A. Appoint Delegate Assembly Representative

The Ohio Association of County Boards annual conference will be held on November 29, 2017- December 1, 2019 The Board selected Linda Lehman as the delegate and Superintendent Schnipke as the alternate for the Delegate Assembly on November 30.

### B. Board Inservice and Strategic Plan Discussion

On December 19, 2017 from 3:15- 5:15pm Kim Linkenhoker will be here to provide a two hour inservice on Financial Decision Making as relates to Strategic Planning. Attendance is required for members that have not yet completed the required 2 hours of in person training on top of the 2 hours of required webinars as hosted by DODD. All Board members have completed their 2 hours of required DODD webinars for 2017.

### C. Board Terms & Nominating Committee

The term of Marty Garlock expires on December 31, 2017. He has agreed to serve another four year term so Superintendent Schnipke would like to ask the County Commissioners to reappoint Mr. Garlock. We also need to select the Nominating Committee for 2018 and appointment of 2018 officers.

## XIII. Other Items to Come Before the Board

## XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 6:25 p.m.

Mrs. Weaver seconded the motion to adjourn.

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mr. McPheron, yes

Mr. Garlock, yes

Next Regular Board Meeting  
December 19, 2017  
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