

February 27, 2018

10-18 Approval of the Agenda

11-18 Approval of the Minutes of the January 23, 2018 Organizational Meeting and the January 23, 2018 regular board meeting

Hire of Kimberly Schnipke as a Developmental Specialist

Transfer of Melodie Conley from Transition-Employment Navigation Manager to Service and Support Administration Director

Approve the Inspection Report for the Asbestos Surveillance – 6-month inspection

Concurrence with the transfers for January 2018

12-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

13-18 Approve the Ethics Review of One Substitute Employee – Angela Essilfie

14-18 Approval of Job Descriptions

15-18 Approval to Abolish the Following Positions: 2 – Service and Support Associate – Employment Navigation, 1 – Arts Activities Coordinator – PT, 1 – SSA Supervisor – Children/Transition, 2 – SSA Manager – Employment Navigation/Transition and to Create the Following Positions: 1 – SSA Supervisor, 2 Service and Support Associates, 1 – Waiver Plan Specialist and 1 – Business Office Supervisor

16-18 Approval of Salary Adjustments for Adam Hawkins, Amy Clinger, Bethany Ernest and Karen McCullough

17-18 Approval of the following Policy Actions:

Amend Policy:

Policy 1.6	Meetings and Procedures
Policy 1.7	Minutes of Proceedings
Policy 1.8	Committees and Ethics Council
Policy 1.13	Table of Organization
Policy 2.02	Integrated Pest Management
Policy 4.01	Budgeting
Policy 4.02	Purchasing
Policy 4.03	Cash Management
Policy 4.04	Donations and Gifts
Policy 4.05	Grant Application/Acceptance
Policy 4.06	Fund Raising
Policy 4.07	Contracting
Policy 4.08	Travel
Policy 4.09	Routine Travel and Expense Reimbursement
Policy 4.10	Inventory and Fixed Assets
Policy 4.11	Fees for Services to Eligible Individuals
Policy 4.12	Title XX Eligibility and Reimbursement

Policy 5.1 Personnel Objective & Definitions  
Policy 5.2 General Hiring and Employment  
Policy 5.19 Employee Orientation and Training  
Policy 5.27 Visitors, Volunteers and Interns  
Policy 6.01 County Board Eligibility  
Policy 6.06 Project Search

**Adopt Policy:**

Policy 6.20 Medication Administration and Quality Assurance Reviews

**Abolish Policy:**

Policy 1.9 Transaction of Business  
Policy 2.06 Transportation Alternatives/Collaboration and Emergency Assistance  
Policy 5.2.11 Physical Ability to Lift, Carry and Move Individuals Receiving Services

18-18 Recommend Placing Items on GovDeals.net for Auction

19-18 Approve the Sale of a Strip of Land to Rooty's Realty, LLC

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES  
February 27, 2018

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, February 27, 2018 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, present	Mr. Bob McPheron, present
Ms. Phyllis Montrose, present	Mr. Adam Stolly, present until 5:37 p.m.	
Mrs. Melissa Weaver, present	Mr. Marty Garlock, present	

II. Focus

Mission The mission of the Allen County Board of Developmental Disabilities is:

*Supporting individuals with developmental disabilities in Allen County by strengthening partnerships and providing high quality services.*

Vision:

This month the vision was read by Karen McCullough. Karen has worked for the Board since December 16, 2002. Karen worked as a Service & Support Associate (SSA) until December 17, 2015 when she became our Medicaid Quality Specialist. Since that time Karen has taken this role to a whole new level heading up many of our Provider Support initiatives: direct support orientation, coordinating CPR/First Aid and hosting the Learning Lunches. Karen also reviews Target Case Management (TCM) notes, completes provider compliance reviews, completes ongoing review of SSA files, leads our Person Centered Thinking Workgroup, helps with waiver authorizations and coordinates our RNQA process. Add to all of that her role in making sure we are ready for Accreditation, and it is easy to see why we value the role Karen plays here very much.

The vision of the Allen County Board of Developmental Disabilities is:

*A community that recognizes the importance and potential of all people.*

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Remove Resolution Regarding CPR/First Aid Contractor	Superintendent Schnipke

Renumber Resolutions

Superintendent Schnipke

Sale of Strip of Land on Columbia Ave Property

Superintendent Schnipke

RESOLUTION 10-18:

Mrs. Lehman moved to approve the agenda.

Mr. Fleming seconded the motion to approve the agenda.

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mr. Garlock, yes

IV. Correspondence

We have four items for correspondence from families that lost loved ones over the past few months. One is from Mrs. Shari Hofacker who lost her son Bruce, Mrs. Marge Naylor who lost her daughter Sandy, the family of Charles Markward and from Chad, Melissa, Carsen, Aiden and Gaven Weaver who lost Owen.

V. Hearing of the Public

VI. Staff Report

On February 26-27, 2018 MEORC (Mid-East Ohio Regional Council) visited the agency to conduct a mock Accreditation review. They call this 'Accreditation Mastery' and it involves our agency preparing exactly as we would for our full review which will be April 11-12, 2018. Superintendent Schnipke, Jana McVetta and Karen McCullough shared all that was learned from our mock review and items we need to address before the full review. They reported that Early Intervention, Title XX and Personnel all did ok with the mock review. As far as Person Centered Planning, the reviewers said that the Assessments were great, the outcomes were ok but the measurability needed to be worked on. We do need to make changes in our Behavior Support area. A team will be meeting to come up with a plan to work on the identified issues.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 11-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the Organizational Meeting held on January 23, 2018 and the regular meeting held on January 23, 2018 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report

1. New Hires

- a. Kimberly Schnipke was hired as a Developmental Specialist effective February 12, 2018 at an annual salary of \$36,600.

2. Transfers

- a. Melodie Conley transferred from Transition – Employment Navigation Manager to Service and Support Administration Director at an annual salary of \$81,000 effective February 1, 2018.

C. Inspection Reports

Type: Asbestos Surveillance- 6-month inspection  
Company: Tim Richards, Maintenance Foreman  
Date: February 13, 2018  
Scope: Administration Building, Marimor School & Marimor Industries  
Results: No changes at this time; getting estimates to remove flooring that is cracking in school laundry room.

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

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

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

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Garlock, yes

VIII. Superintendent's Report

A. Superintendent Report for February 2018

B. Administrative

1. Early Childhood & School Age Report – January 2018
2. Quality & Support Services Report – January 2018
3. Service & Support Administration Report – January 2018
4. Human Resources Report – January 2018
  - HR Newsletter – February 2018

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on January 23, 2018

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

<u>Vendor</u>	<u>Relationship</u>	<u>Service</u>
18-008	Mother	Family Support Services- Reimbursement for Gas Card
18-009	Sister	Family Support Services- Reimbursement for Respite Care
18-010	Grandmother	Family Support Services- Reimbursement for Respite Care
18-011	Father	Family Support Services- Reimbursement for Gas Card
18-012	Mother	Family Support Services- Reimbursement for Gas Card
18-013	Aunt	Family Support Services- Reimbursement for Respite Care
18-014	Sister	Family Support Services- Reimbursement for Respite Care
18-015	Mother	Family Support Services- Reimbursement for Gas Card
18-016	Mother	Family Support Services- Reimbursement for Gas Card
18-017	Father	Family Support Services- Reimbursement for Gas Card
18-018	Mother	Family Support Services- Reimbursement for Gas Card
18-019	Mother	Family Support Services- Reimbursement For Program
18-020	Mother	Family Support Services- Reimbursement for Gas Card & Adaptive Equipment
18-021	Mother	Family Support Services- Reimbursement for Gas Card
18-022	Grandmother	Family Support Services- Reimbursement for Respite Care
18-023	Father	Family Support Services- Reimbursement for Incontinence Products

ETHICS COUNCIL RECOMMENDATION 12-18: 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. The Ethics Council so moved the Board certify this review has met all the conditions of §O.R.C. 5126.033.

Mr. McPheron moved.

Mr. Fleming seconded the motion.

Ms. Montrose, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Fleming, yes  
Mr. Garlock, yes

New substitute educational aide, Angela Essilfie, works at Marimor Industries, Inc. as a substitute also. She has no supervisory responsibility in either agency, would not be in a capacity to impact contracts and there appear to be no conflicts with employment at a provider agency, as well as the Board. Sufficient safeguards are in place for Free Choice of Provider and HIPAA/Confidentiality.

ETHICS COUNCIL RECOMMENDATION 13-18: The Ethics Council recommended and so moved the Board certify the review of one substitute employee working for a provider agency has met all the conditions of §O.R.C. 5126.0221 and §O.R.C. 5126.033 and there is not an ethical conflict in her employment. Safeguards are in place to avoid any conflict.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Fleming, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

B. Finance Committee – Met on January 19, 2018

Mr. Fleming reported that the revenue for January was \$238,124 which was \$11,703 under budget and expenditures were \$1,108,645 which was \$66,5147 under budget. The variances are mainly due to timing issues. Mr. Fleming reported that the Finance Committee discussed the proposed restructure within some of the departments. The overall annual savings would be approximately \$61,000.

C. Personnel Committee

The following resolutions are recommended to complete the restructure, move forward with efficiencies in positions and increase/change duties in several positions.

Position Code	Title	Changes
AD-202	Human Resources Manager	Change in title to Human Resources Director. Changes in title of Supervisor to be the Superintendent. Increased accountabilities due to change in management level.
AD-203	Administrative Assistant - Superintendent	Changes in Job Accountabilities of providing clerical support to the Community Connections Specialist and keeping detailed meeting minutes for safety. No longer supervises the Records Clerk position. Removed supervisory experience required for this position.
AD-205	Records Clerk	Changes in title of Supervisor to Business Office Supervisor. Changes in Job Accountabilities to be responsible for electronic records filing and file maintenance of records as assigned, complete timely quality assurance checks on items scanned by other staff, and maintain list of Release of Information forms.

AD-206	Business Office Supervisor	Changes in Job Title to Business Office Supervisor. Changes in Job Accountabilities of planning, organizing, and coordinating the records maintenance, storage, preservation and disposition activities for the Board. Manages the Records Clerk and Administrative Assistant – Service and Support Administration/Business positions. Added in having Two years of supervisory experience.
AD-208	Administrative Assistant - Human Resources	Changes in Title of Supervisor to Human Resources Director from Human Resources Manager
AD-502	Director of Business	Changes in no longer supervising the Human Resources Manager position and will be supervising the Business Office Supervisor position.
AD-600	Superintendent	Changes in Employees Supervised adding in Human Resources Director and Community Connections Specialist.
QS-206	Administrative Assistant - Quality and Support Services	Changes in Job Accountabilities adding in the monitoring of the board approved budget appropriations, processing and tracking purchasing and payroll, and provide clerical assistance for the Service and Support Administration Department
QS-306	Behavior Support Specialist	Change in Job Accountabilities leading the Dual Diagnosis Intervention Team and maintaining information on cases presented and serving as mental health liaison.
QS-308	Medicaid Services Specialist	Changes in Job Accountability of maintaining and assisting in the coordination of the County Board Waiting List.
QS-314	Medicaid Quality Specialist	Changes in Job Accountabilities to chairing the Person Centered Thinking Workgroup, provide ongoing support to the Provider Community, attend monthly Provider Meetings, provide back-up support to the Waiver Plan Specialist position, and assist the QSS Director in the development of procedures related to Medicaid quality.
QS-315	Community Connections Specialist	Changes in title of Supervisor to the Superintendent.
QS-316	Waiver Plan Specialist	New position created. Position will be under the direction of the Director of Quality and Support Services.
QS-408	Director of Quality and Support Services	Changes in no longer supervising the Community Connections Specialist position and adding the supervising of the Behavior Support Specialist and Consultant and Waiver Plan Specialist positions.
SC-207	Administrative Assistant - Service and Support Administration/ Business	Changes in title of Supervisor to the Business Office Supervisor. Changes in providing administrative support to the Business Office and Medicaid Support Specialist. Various job accountability changes such as tracking of data, monitoring supplies, consumable inventory, electronic filing of records and file maintenance of records, completing timely quality assurance checks, assisting Medicaid Support Specialist with maintenance of waiting lists assigned, and collect, maintain and distribute fuel and staff vehicle data as directed.
SC-310	Project SEARCH Instructor	Changes in title of Supervisor to Service and Support Administration Director. Changes in Job Accountabilities to collaborate with the SSA Department for students needing transition services.



SC-311	Educational & Transition Consultant	Changes in title of Supervisor to Service and Support Administration Director. Changes in Job Accountabilities to serve as Project STIR coordinator.
SC-402	Service and Support Associate Supervisor	Changes in Job Accountabilities to provide leadership to Employment First, Transition Services, Employment Navigation, and Community Integration. Also will monitor TCM and other job requirements as indicated, maintain a thorough understanding of all Medicaid waiver services, assist in the process of the agency annual action plan,
SC-406	Service and Support Administration Director	Changes in employees supervised adding in Intake/Support Service Coordinator – Child, Educational and Transition Consultant, and Project SEARCH Instructor positions.

PERSONNEL COMMITTEE RECOMMENDATION 14-18: The Personnel Committee recommended and so moved that the Board approve the changes in the position descriptions as presented.

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

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

Mr. Fleming, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Due to the restructure within the SSA Department we will no longer have a separate unit or supervisor for only children, transition, and Employment Navigation at this time. Instead all three SSA Supervisors will have the same position descriptions, and we have created a new position in the Quality Support Services Department called Waiver Plan Specialist. This will take off plan reviewing duties from the supervisors so they can focus on SSA support and coverage. The Waiver Plan Specialist will then be able to focus on Person Centered Planning, Outcomes and meeting all waiver plan regulations. We also will change the two SSAs-Employment Navigation to SSA only positions to lower caseloads during this time transition and with multiple FMLA issues in that department. Additionally, we are working to gain efficiencies in our Administrative Assistant duties and align our electronic filing/paper process in the Business Office. Due to this, two staff will shift to the Business Office under a newly created Business Office Supervisor.

PERSONNEL COMMITTEE RECOMMENDATION 15-18: The Personnel Committee recommended and so moved that the Board abolish two positions of Service and Support Associate- Employment Navigation, one Arts Activities Coordinator- PT, one SSA Supervisor-Children/Transition, one SSA Manager-Employment Navigation/Transition and create one additional position of SSA Supervisor, create two Service and Support Associate positions, create a new position of Waiver Plan Specialist and create a new position of Business Office Supervisor.

Mr. Fleming moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mr. Garlock, yes

Due to the changes in job descriptions, regrading and/or duties, several salaries need adjusted to reflect the new position and/or years of service. The 2018 increases are included so these staff will not come up for salary review until 2019.

PERSONNEL COMMITTEE RECOMMENDATION 16-18: The Personnel Committee recommended and so moved that the Board approve the following salary adjustments: Adam Hawkins \$39,780, Amy Clinger \$45,500, Bethany Ernest \$63,083 and Karen McCullough \$55,651.

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

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

Mr. McPherson, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Garlock, yes

D. Planning Committee

E. Policy Committee - Met February 27, 2018

Policy 1.6 is being updated to include two paragraphs from Policy 1.9 that will be abolished.

Policy 1.7 is being reviewed and updated in new policy format.

Policy 1.8 is being reviewed and updated in new policy format.

Policy 1.9 is being abolished as two paragraphs of information added to Policy 1.6.

Policy 1.13 is a revised Table of Organization.

Policy 2.02 is being reviewed and updated in new policy format. There is no change in practice.

Policy 2.06 is being abolished as we are no longer a provider of transportation services, have only 2 vans and we are no longer a part of the MOU for coordinated transportation through the FACTS (Future of Accessible-Coordinated Transportation Services) Coalition.

Policy 4.01/7.02- is being renumbered for the Fiscal Chapter to move to Chapter 4.

Policy 4.02/7.03- is being renumbered for the Fiscal Chapter to move to Chapter 4.

Policy 4.03/7.05- is being renumbered for the Fiscal Chapter to move to Chapter 4.

Policy 4.04/7.04- is being renumbered for the Fiscal Chapter to move to Chapter 4.

Policy 4.05/7.12 is being reviewed and updated to new policy format. Language updated to match practice. This is also being renumbered.

Policy 4.06/7.13 is being reviewed and updated to new policy format. This is also being renumbered.

Policy 4.07/7.11 is being reviewed and updated to new policy format. An addition of submitting contracts to the Ethics Council was added. This is also being renumbered.

Policy 4.08/7.06- is being renumbered for the Fiscal Chapter to move to Chapter 4.

Policy 4.09/7.07 is being reviewed and updated to new policy format

Policy 4.10/7.09 is being reviewed and updated to new policy format. There is no change in practice.

Policy 4.11/7.01 is being reviewed and updated to new policy format. This is also being renumbered.

Policy 4.12/7.10 is being reviewed and updated to new policy format. There is no change in practice. This is also being renumbered.

Policy 5.1 is being updated according to HR consultant recommendations and practice.

Policy 5.2 is being updated in new format and other updates made to match practice with background checks.

Policy 5.2.11 is being abolished.

Policy 5.19 is being renumbered and renamed. The new name is Employee Orientation and Training. This is a complete rewrite due to the amount of changes in it. The original can be found in Policy 5.3.2.

Policy 5.27/5.7 is being renumbered from 5.7 to align in re-work of Personnel Chapter. Also, FANS reference made at end of policy for clarification.

Policy 5.2.11 is being abolished as this information is covered in the Dress Code policy, individual job descriptions and in Safety Procedures that all staff are trained on.

Policy 6.01/8.14 is being reviewed again this month as last month in committee one thing was recommended to be changed that did not match statute. This is also being renumbered so we can begin the process of filling Chapter 6 and eliminating Chapter 8.

Policy 6.06/8.1.10 is being renumbered from 8.1.10. A minimum limit of students to continue to this program is being added, at 7 with a maximum of 12. If 8 ODE eligible students cannot be secured, then young adults who have accepted their diploma can be considered. Change in practice on handling medication is included as well as the practice of following the Marimor School calendar for in-service days, etc.

Policy 6.20 is a new policy as described.

POLICY COMMITTEE RECOMMENDATION 17-18: The Policy Committee recommended and so moved the Board approve policy amendments as presented above for Policies 1.6, 1.7, 1.8, 1.13, 2.02, 5.1, 5.2, 5.19, 5.27 (renumbered from 5.7) and approved the renumbering of Chapter 7 policies to listed Chapter 4 numbers 4.01, 4.02, 4.03, 4.04, 4.05, 4.06, 4.07, 4.08, 4.09, 4.10, 4.11, 4.12 and other changes as noted above. Additionally, the Board approved Policies listed in Chapter 8 to move to Chapter 6 as 6.01 and 6.06 with changes as noted above. The Board approves the adoption of 6.20 and further recommended and so moved 1.9, 2.06 and 5.2.11 be abolished.

Mrs. Lehman moved.

Mr. McPheron seconded the motion.

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Mr. Garlock, yes

## XI. New Business

### A. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 18-18: Superintendent Schnipke recommended that the Board request the Allen County Commissioners declare the items listed below as 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.

- 20377 Brown cloth chair w wooden legs
- 20448 Brown cloth chair w wooden legs
- 20449 Brown cloth chair w wooden legs
- 23050 Red office armed chair
- 23934 Small rolling black typing stand
- 24022 Sony Camera & battery charger
- 24311 Blue office chair w wood arms & legs
- 24769 Fellowes Powershred 220 & lubricant / shredder needs repairs
- 25444 Gray armless office chair
- 26240 Gray locker
- 26326 Swing frame & broken swing

26416 Green vinyl chair w wood arms and legs  
 26637 HP Monitor  
 27238 Brown Mini Fridge

INV  
 10020 Mood Walls

NN Automotive - Misc parts  
 NN Cabinets - Blue - 3 sets (attaches to wall)  
 NN Cabinets - Navy Blue - 3 sets  
 NN Cabinets - 2 large dark blue  
 NN Cabinet - 1 Gray wall  
 NN Cabinets - Floor - Corner style  
 NN Calculator Canon MP18D11  
 NN Computer items - Misc keyboards & speakers  
 NN DVD Player – Magnavox  
 NN Fax - Brother IntelliFax 2840  
 NN Fax - Brother 575  
 NN Floor protectors – several  
 Maintenance - Misc supplies - includes toilet paper dispensers, trash cans, misc  
 NN parking lot signs, mop bucket, wall display tack strips, hallway tack strips  
 NN Office Supply - Misc supplies  
 NN Printer - C88  
 NN Printer - C88  
 NN Printer - C88  
 NN Smoker Posts – 5  
 NN Toilet

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

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

Mrs. Weaver, yes	Mr. Fleming, yes	Mrs. Lehman, yes
Mr. McPherson, yes	Ms. Montrose, yes	Mr. Garlock, yes

**B. Recommend Selling Strip of Land to A & W Restaurants**

LODDI, Inc. has entered into an agreement with Rooty’s Realty, LC for the sale of a 23.5-foot strip of land off the north side of the 524 Columbia Ave property. Approximate dimensions are 23.5’ x 156.9’. The buyer is the owner of A & W restaurants and intends to use this land for their new restaurant and parking lot. They intend to also build a 6-foot privacy fence along the property line. The agreed upon purchase price for this strip of land is \$20,000. LODDI, Inc. intends to use these funds for the remaining balance owed the Allen County Board of DD for the new Lowell Ave property, with any remaining funds used on property enhancements at Lowell Ave and their other properties. A Satisfaction of Mortgage is required to be filed with the Allen County Recorder, showing the Allen County Board of DD releases the mortgage which is still on file from 1996.

SUPERINTENDENT RECOMMENDATION 19-18: Superintendent Schnipke recommended that the Board approve the sale of a 23.5' x 156.9' strip of land off the north side of 524 Columbia Ave property to Rooty's Realty, LLC for \$20,000.

Mrs. Lehman moved.

Mr. Fleming seconded.

Mr. Fleming, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mrs. Weaver, yes

Mr. McPheron, yes  
Mr. Garlock, yes

XII. Board Discussion

The Partnership Luncheon will be held on Wednesday, Marcy 21, 2018 at the City Club.

Board Training – The Ohio Department of Developmental Disabilities has designated four separate training topics for the Board Member Annual Training. The topics include Supported Technology, Data Warehouse, Waiver Waiting List Changes and Cash Projection Tools. The Board set the dates for the trainings for March 23, May 22, August 28 and October 23. The trainings will be one hour each and will be held after the regular board meeting on each of those evenings. The Board will have a one-hour training on Supported Technology, Waiver Waiting List and combine Data Warehouse and Cash Projections Tools for one hour. The 4<sup>th</sup> hour of training topic will be determined at a later date. The trainings will be recorded so if a Board Member is not available on one of these dates, they will be able to watch the video to make up the missed training date.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 6:43 p.m.

Mr. McPheron seconded the motion to adjourn.

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Fleming, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Regular Board Meeting  
March 27, 2018  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

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