

September 23, 2024

- 103-24 Approval of Agenda
- 104-24 Approval of the minutes from the August 24, 2024 regular meeting
Approval of hire Zachary Karcz, Service and Support Associate
Approval of hire Logan Vandemark, Service and Support Associate
Approval of the following Inspection Reports:
 Bath Township Fire Department, Fire Inspection
 Concurrence with Interdepartmental Transfers,
- 105-24 Approve Direct Service Contracts involving Payment to Eligible Individuals or Immediate Family Member or Eligible Individual
- 106-24 Approval of Financial Summary and Bills paid for August, except page 4
- 107-24 Approval of Bills paid for August, on page 4
- 108-24 Approval of the following Policy Amendments:
 - Policy 4.05 Grant Applications/Acceptance
 - Policy 4.06 Fundraising
 - Policy 4.07 Contracting
 - Policy 4.08 Travel
 - Policy 4.09 Routine Expense Reimbursement
 - Policy 4.10 Inventory and Fixed Assets
 - Policy 5.15 Sick Leave for Non-Union Employees
 - Policy 5.37 Reemployment of a Previously Retired Non-Union Public Employee
 - Policy 6.18 Community Connections/FANS Network and Handbook
- 109-24 Approval of amendments to the Employment and Advocacy Coordinator, Medicaid Services Manager and Advocacy and Access Manager position descriptions.
- 110-24 Approval of abolishment of Family and Advocacy Coordinator and Part-Time Investigative Agent
- 111-24 Table Master Contract for Housing Acquisition, Development and Management with LODDI
- 112-24 Accessible Communities Grant with American Rescue Plan Act 2021 (ARPA) Funds
Delphos Chamber/Canal Days
- 113-24 Accessible Communities Grant with American Rescue Plan Act 2021 (ARPA) Funds
Delphos Public Library
- 114-24 Approval of contract with Cintas

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

September 23, 2024

5:00 p.m. Regular Board Meeting
2500 Ada Rd, Lima, OH 45801

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Monday, September 23, 2024 at 2500 Ada Road, Lima. President Fleming called the meeting to order at 5:00 p.m. with the following roll call response:

Mr. Ty Butterfield, present	Mrs. Christina Hood, excused	Mr. Chad King, present
Mr. Bob McPheron, present	Ms. Phyllis Montrose, present	Ms. Melissa Place, excused
Mr. Thomas Fleming, present		

II. Focus

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

Supporting people through strong partnerships and high-quality services.

The vision was read by Barb F. Barb has received services since December 1991. She attended Spencerville Local Schools graduating in 1982. Barb has been married to her husband, Greg, who is also served by the Board. Next July, Barb and Greg will celebrate 30 years of marriage. Barb says her greatest accomplishment was paying off the mortgage and being home owners with Greg. Through the years, Barb has worked at Rays/Chief Supermarkets and Superior Federal Credit Union. Since 2015, she has been employed at Shawnee Manor. Barb is enrolled on a SELF (Self Empowered Life Funding) waiver. This provides an independent provider, Deborah Burrell, to assist with community errands and some housework several times per month. Barb also receives transportation and employment supports through Marimor Industries. Barb is friendly, hard-working, and energetic. She loves to help others and is a strong advocate for both herself and others. In her spare time, Barb enjoys vacationing and spending time with her family.

Barb is accompanied by her SSA, Deanna Hoffman, who has been with the Board since June 2022.

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

II. Acceptance of the Agenda

RESOLUTION 103-24:

Mr. King moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

Mr. King, yes

Mr. McPherson, yes

Ms. Montrose, yes

Mr. Butterfield, yes

Mr. Fleming, yes

IV. Correspondence

There was one thank you card expressing gratitude for new accommodations in the Board Room. These items were purchased through the American Rescue Plan Act (ARPA) grant for accessibility.

V. Hearing of the Public

VI. Staff Report

The Leadership Team updated the Board on the First Half of 2024 Annual Action Plan.

VII. Consent Agenda

SUPERINTENDENT RECOMMENDATION 104-24: Superintendent Kohler recommended the Board consent to the following items:

A. Approval of the minutes from the regular meeting held September 23, 2024.

B. Accept Personnel Report

1. New Hires

a. Zachary Karcz was hired as a Service and Support Associate effective September 19, 2024 at an hourly rate of \$22.85.

b. Logan Vandemark was hired as a Service and Support Associate effective September 30, 2024 at an hourly rate of \$23.20.

2. Transfers

3. Terminations

C. Inspection Reports

Type: Fire Inspection

Company: Bath Township Fire Department

Date: August 23, 2024

Scope: 2500 and 2250 Ada Rd Buildings
Results: No violations noted.

D. Concurrence with intradepartmental transfers for the month of August

Mr. McPheron moved.

Mr. Butterfield seconded the motion.

Mr. King, yes Mr. McPheron, yes Ms. Montrose, yes
Mr. Butterfield, yes Mr. Fleming, yes

VIII. Monthly Reports

- A. Superintendent Report – September 2024
- B. Administrative Report
 - 1. Community Support Services – August 2024
 - 2. Early Intervention – August 2024
 - 3. Human Resources – August 2024
 - Human Resources Newsletter – September 2024
 - 4. Behavior Health & Investigations – August 2024
 - 5. Operations – August 2024
 - LODDI – July Financial Reports

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on September 23, 2024
 - 1. Review of Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Members of Eligible Individual

24-72	Father	Individual Support Services	Reimbursement for Medical Travel
24-73	Mother	Individual Support Services	Reimbursement for Medical Travel
24-74	Mother	Individual Support Services	Reimbursement for Medical Travel
24-75	Mother	Individual Support Services	Reimbursement for Respite Care

ETHICS COUNCIL RECOMMENDATION 105-24: The Ethics Council recommended and so moved that the Board approve the Direct Service Contracts involving payment to an immediate family member of an eligible individual, or directly to an eligible individual as presented. The Ethics Council so moved the Board certify this review has met all the conditions of ORC §5126.03 and §5126.033.

Ms. Montrose moved.

Mr. King seconded the motion.

Mr. McPheron, yes
Mr. King, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Butterfield, yes

B. Finance/Personnel Committee – Met on September 19, 2024

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 106-24: The Finance Committee recommended that the Board approve the Financial Summary and bills paid in August 2024, except page 4.

Mr. Butterfield moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Butterfield, yes
Mr. Fleming, yes

Mr. King, yes

FINANCE COMMITTEE RECOMMENDATION 91-24: The Finance Committee recommended that the Board approve the bills paid on page 4 in August 2024.

Mr. Butterfield moved.

Mr. McPheron seconded the motion.

Mr. Butterfield, yes
Ms. Montrose, yes

Mr. King, yes
Mr. Fleming, abstain

Mr. McPheron, yes

C. Planning Committee

D. Policy Committee

Policy 4.05 Grant Applications/Acceptance – The name of the Board Clerk was updated.

Policy 4.06 Fundraising – The name of the Board Clerk was updated.

Policy 4.07 Contracting – Governing board was replaced with governing body and the Board Clerk was updated.

Policy 4.08 Travel – Purpose reworded and other use of term Board updated. Gratuities greater than 15% language added and the name of Board Clerk was updated.

Policy 4.09 Routine Expense Reimbursements – Purpose reworded and other use of term Board updated. Applicable personnel under contracts with the Board was added. Gratuities up to 15% may be included for reimbursement was added, minor grammatical changes made and the name of the Board Clerk was updated.

Policy 4.10 Inventory and Fixed Assets – The name of the Board Clerk was updated.

Policy 5.15 Sick Leave for Non-Union Employees – Significant other language was added throughout. Human Resources Director title updated. Name of the Board Clerk was updated.

- Policy 5.37 Reemployment of a Previously Retired Non-Union Public Employee – Updated language in accordance with Ohio Revised Code for who policy is applicable to, and how it is applied. Changes in wording for accumulated sick leave. Minor grammatical and punctuation changes made. Updated shall to will and the name of the Board Clerk was updated
- Policy 6.18 Community Connections/ FANS (Friends Allies & Neighbors) Network – Minor punctuation updated. Ohio Administrative Code paragraph was updated. One-on-one was added. The community engagement services initiative was removed as now handled under Community Support Services, The name of the Board Clerk was updated and the FANS network handbook had the attestation updated along with changes to the address font size and Rd/ Road consistency.

POLICY COMMITTEE RECOMMENDATION 108-24: The Policy Committee recommended the Board approve amendments to Policy 4.05 Grant Applications/Acceptance, Policy 4.06 Fundraising, Policy 4.07 Contracting, Policy 4.08 Travel, Policy 4.09 Routine Expense Reimbursement, Policy 4.10 Inventory and Fixed Assets, Policy 5.15 Sick Leave for Non-Union Employees, Policy 5.37 Reemployment of a Previously Retired Non-Union Public Employee and Policy 6.18 Community Connections. The Policy Committee also recommended the Board approve the updated FANS Network Handbook.

Mr. McPheron moved.

Mr. Butterfield seconded the motion.

Mr. Butterfield, yes
Ms. Montrose, yes

Mr. King, yes
Mr. Fleming, yes

Mr. McPheron, yes

E. Nominating Committee

The Nominating Committee met to discuss open Board positions for January 2025, recommendations and committee assignments for 2025. The Superintendent and Assistant Superintendent will meet with potential candidates. Both are Commissioner appointed so outcomes from these meetings will be discussed with Commissioner Seibert. One recommendation was received from Commissioner Seibert.

XI. New Business

A. Approval of Position Description Amendments

Position Code	Title	Changes
SC-301	Employment and Advocacy Coordinator	Change job title to include advocacy role. Added administration of advocacy programs and assisting with employment activities.
SC-408	Medicaid Services Manager	Added Medicaid and Provider Support Specialist (P/T) to Employees Supervised section.

SC-409	Advocacy and Access Manager	Updated the Job Summary and Job Scope sections. Added advocacy and disability awareness, maintaining resource and referral caseload of 20-40. Removed Behavior Support oversight. Updated percentage of time for several accountabilities. Added assisting with eligibility redeterminations as needed. Removed Family Support and Advocacy Coordinator position and updated Employment Coordinator title.
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SUPERINTENDENT RECOMMENDATION 109-24: Superintendent Kohler recommended the Board approve amendments to the Employment and Advocacy Coordinator, Medicaid Services Manager and Advocacy and Access Manager descriptions.

Mr. King moved.

Mr. Butterfield seconded the motion

Mr. King, yes
Mr. Butterfield, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

B. Abolish Positions

SUPERINTENDENT RECOMMENDATION 110-24: Superintendent Kohler recommended the Board abolish the following positions: Family Support and Advocacy Coordinator and Part-Time Investigative Agent.

Mr. King moved.

Ms. Montrose seconded the motion.

Mr. King, yes
Mr. Butterfield, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

C. Approve Master Contract for Housing Acquisition, Development and Management Services - Tabled

It is time to update the lease with LODDI, Inc., the non-profit corporation managing properties for individuals served. Currently, LODDI has twenty-one properties, leasing to fifty individuals and three vacancies. They have added at least one property per year for the past several years as housing continues to be a need in Lima/Allen County. The rental rates continue to be manageable and LODDI actively seeks grants through the Board from the Ohio Department of Developmental Disabilities for updates and renovations. The properties are in excellent condition. The only changes made to the contract were the dates, supplying financial information to the Board and that potential Board members are reviewed with administration to ensure alignment with the Board’s mission, vision and values.

SUPERINTENDENT RECOMMENDATION 111-24: Superintendent Kohler recommended the Board table the Master Contract for Housing Acquisition, Development and Management Services with LODDI, Inc. effective from November 30, 2024 through November 30, 2027.

Mr. King moved to table this recommendation.

Mr. Butterfield seconded the motion.

Mr. McPheron, yes
Mr. King, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Butterfield, yes

D. Universal Changing Table Grant with American Rescue Plan Act 2021 (ARPA) Funds

The Board worked with the law firm of Bricker Graydon in Columbus, at the recommendation of the Commissioner’s Office, to secure legal agreements for the ARPA funds that the Board has received and are awarding to private and public entities in Lima/Allen County. The second agreement received from Bricker Graydon for Universal Changing Tables. These are subsections for the ARPA 2021 Grant and approved awards by the Ohio Department of Developmental Disabilities.

SUPERINTENDENT RECOMMENDATION 112-24: Superintendent Kohler recommended the Board enter into a Universal Changing Table Grant with Delphos Chamber/Canal Days for the purchase and installation of a universal changing table, for the lump sum amount of \$9,950.00.

Mr. Butterfield moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Butterfield, yes
Mr. Fleming, yes

Mr. King, yes

E. Universal Changing Tables American Rescue Plan Act 2021 (ARPA) Funds

The Board worked with the law firm of Bricker Graydon in Columbus, at the recommendation of the Commissioner’s Office, to secure legal agreements for the ARPA funds that the Board has received and are awarding to private and public entities in Lima/Allen County. The second agreement received from Bricker Graydon for Universal Changing Tables. These are subsections for the ARPA 2021 Grant and approved awards by the Ohio Department of Developmental Disabilities.

SUPERINTENDENT RECOMMENDATION 113-24: Superintendent Kohler recommended the Board enter into a Universal Changing Table Grant with the Delphos Public Library. The grant is for goods in lieu of funds. The Board has purchased and provided to the Delphos Library one (1) portable universal changing table, two (2) batteries, one (1) charging station and one (1) tent. The value is \$4,075.85

Mr. Butterfield moved.

Ms. Montrose seconded the motion

Mr. Butterfield, yes

Mr. King, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

B. Multi-Year Contract for Paper Products

Operations researched a solution for needed paper products, such as paper towel and toilet paper. The vendor will supply new dispensers and batteries as needed. This contract will not exceed \$15,000. It is expected to be more cost-effective for the Board. A resolution is needed as this is a multi-year contract for three years.

SUPERINTENDENT RECOMMENDATION 114-24: Superintendent Kohler recommended the Board enter into a contract with Cintas for 36 months, for paper products and related items.

Ms. Montrose moved.

Mr. King seconded the motion

Mr. Butterfield, yes

Mr. King, yes

Mr. McPheron

Ms. Montrose, yes

Mr. Fleming, yes

XII. Board Discussion

Mr. Fleming mentioned that the Ohio Association of County Boards (OACB) Annual Conference is December 4, 5, and 6, 2024 and that a Delegate needs selected for the 2024 Assembly at the October Board meeting

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 6:04 p.m.

Mrs. Hood seconded the motion to adjourn.

Mr. Butterfield, yes

Mr. King, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

Regular Board Meeting
October 28, 2024
Allen County Board of Developmental Disabilities
2500 Ada Rd.
Lima, OH 45801

Rhonda Casady, Board Clerk

Mrs. Christina Hood, Recording Secretary