

October 28, 2024

- 115-24 Approval of Agenda
- 116-24 Approval of the minutes from the September 23, 2024 regular meeting
  - Approval of resignation of Haley Charboneau, Service and Support Associate
  - Approval of probationary removal of Logan Vandemark, Service and Support Associate
  - Concurrence with Interdepartmental Transfers, Supplemental Appropriations and Journal Entry requests
- 111-24 Approval to Remove Master Contract for Housing Acquisition, Development and Management Services from the table
- 117-24 Approval of Revised Master Contract for Housing Acquisition, Development and Management Services
- 118-24 Approval of Direct Service Contracts involving Payment to Eligible Individuals or Immediate Family Member or Eligible Individual
- 119-24 Approval of Financial Summary and Bills paid on pages 1-10 and 12-21 in September 2024
- 120-24 Approval of Bills paid for September, on page 11
- 121-24 Approval of the following Policy Amendments:
  - Policy 4.11 Fees for Services to Eligible Individuals
  - Policy 4.12 Title XX Eligibility and Reimbursement
  - Policy 4.13 Monthly Reconciliations
  - Policy 5.11 On-Call Duty
  - Policy 6.10 Waiting Lists
  - Policy 6.12 Individual Support Services
  - Policy 6.21 Informed Consent
- 122-24 Approval of the Addendum to Agreement for Sharing Superintendent
- 123-24 Approval of the Preliminary Annual Action Plan for 2025 and approval of the Public Comment being posted on social media instead of an in-person meeting
- 124-24 Approval of the Enterprise Fleet Management Lease agreement

# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## MINUTES

**October 28, 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, October 28, 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, present	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 Curtis Shepherd, Director of Operations. Curtis began with the Board in March of 2021. He was the 2024 winner of the Weinheimer Advocacy Award, which is given each year to an employee who demonstrates significant advocacy on behalf of people who have a developmental disability. Curtis was nominated as someone who goes above and beyond, volunteering for FANS events and displaying a passion for his work and for the connections he makes both on and off the clock.

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

### Pledge of Allegiance

### II. Acceptance of the Agenda

### RESOLUTION 115-24:

Ms. Montrose moved to approve the agenda.

Mr. King seconded the motion to approve the agenda.

Ms. Hood, yes  
Ms. Montrose, yes

Mr. King, yes  
Mr. Butterfield, yes

Mr. McPheron, yes  
Mr. Fleming, yes

IV. Correspondence

There was no correspondence in October

V. Hearing of the Public

VI. Staff Report

An analysis of the American Rescue Plan Act 2021 (ARPA) grant was given by Assistant Superintendent Theresa M. Schnipke.

VII. Consent Agenda

SUPERINTENDENT RECOMMENDATION 116-24: 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

2. Transfers

3. Terminations

a. Haley Charboneau resigned as a Service and Support Associate effective October 25, 2024.

b. Logan Vandemark was probationary removed as a Service and Support Associate effective October 9, 2024.

C. Inspection Reports

There were no inspections for October 2024.

D. Concurrence with intradepartmental transfers, supplemental appropriations requests and journal entry requests by the Allen County Board of Developmental Disabilities for the month of September 2024.

Mr. Butterfield moved.

Mrs. Hood seconded the motion.

Mr. King, yes

Mr. Butterfield, yes

Mr. McPheron, yes

Mrs. Hood, yes

Ms. Montrose, yes

Mr. Fleming, yes

VIII. Monthly Reports

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

IX. Old Business

- A. Remove the Master Contract for Housing Acquisition, Development and Management Services from the Table

The Master Contract for Housing Acquisition, Development and Management Services was tabled at the September 23, 2024 Board Meeting. Superintendent Kohler recommended the contract be brought off the table.

SUPERINTENDENT RECOMMENDATION 111-24: Superintendent Kohler recommended the Board remove the Master Contract for Housing Acquisition, Development and Management Services off the table for further discussion.

Mr. King moved.

Mr. Butterfield seconded the motion.

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

- B. Approve Revised Master Contract for Housing Acquisition, Development and Management Services

The Board’s attorney, Steven Postalakis, reviewed, amended and provided procedural advice on best practices regarding the Master Contract for Housing Acquisition, Development and Management Services for LODDI, Inc. The contract was revised based on those recommendations. The LODDI, Inc. Board approved the revised contract.

SUPERINTENDENT RECOMMENDATION 117-24: Superintendent Kohler recommended the Board approve the revised Master Contract for Housing Acquisition, Development and Management Services with LODDI, Inc. effective November 30, 2024 through November 30, 2027.

Mr. King moved.

Ms. Hood seconded the motion.

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

X. Committee Reports

A. Ethics Council - Met on October 28, 2024

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

24-76	Mother	Individual Support Services	Reimbursement for Medical Travel
24-77	Mother	Individual Support Services	Reimbursement for Respite Care

ETHICS COUNCIL RECOMMENDATION 118-24: 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. Butterfield seconded the motion.

Ms. Montrose, yes

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. King, yes

Mr. Fleming, yes

Mr. McPheron, yes

B. Finance/Personnel Committee – Met on October 25, 2024

Mr. Butterfield reported that the year-to-date revenue was \$8,858,143.26 which was 9.6% or \$775,381.26 over budget. Year-to-date expenditures were \$8,076,761.52, which was approximately .9% or \$75,598.52 over budget. The Finance Committee reviewed the bills that were paid in October and the first draft of the 2025 budget.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 119-24: The Finance Committee recommended that the Board approve the Financial Summary and bills paid on pages 1-10 and 12-21 in October 2024,

Mr. Butterfield moved.

Mrs. Hood seconded the motion.

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. King, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

FINANCE COMMITTEE RECOMMENDATION 120-24: The Finance Committee recommended that the Board approve the bills paid on page 11 in October 2024.

Mr. Butterfield moved.

Mr. McPheron seconded the motion.

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. King, abstain

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

C. Planning Committee

D. Policy Committee

Policy 4.11 Fees for Services to Eligible Individuals – OAC 5101:3 48 01 was removed, consumer was changed to individual served, Ohio Administrative Code was added to maximum fees, the Board clerk was updated.

Policy 4.12 Title XX Eligibility and Reimbursement – Individuals with Disabilities Education Act (IDEA) was added, DODD 1014-2 form was replaced with the DODD 1014-2 form, eligibility verbiage was removed and the Board clerk was updated.

Policy 4.13 Monthly Reconciliations – Year-to Date (YTD) was added and the Board clerk was updated

Policy 5.11 On-Call Duty – A paragraph on a stipend was added, as applicable per exemption status was added, shall was replaced with will throughout, Superintendent, Community Connections, Employment Services and Investigative Agent (Part Time) was removed from rotation and Behavioral Health and Investigations Manager and Advocacy and Access Manager was added and the Board clerk was updated

Policy 6.10 Waiting Lists – Services provided through a community mental health agency or public children services agency or services arranged by Family Children First Council was added, care was added to physical, pronouns were removed, adult or child was replaced with individual, there are several additions or replacements to reflect the revision to Ohio Administrative Code (OAC) 5123-9-04 and the Board clerk was updated.

Policy 6.12 Individual Support Services – Service coordinator was changed to Director of Early Intervention, established time frames outlined in County Board policy was added. November 1, 2024 Medicaid updates were added, Tier 2 changed individual support services to ISS Coordinator, Tier 3 removed wording for transitional planning. Exceptions added Medicaid verification changes, definitions added a medical recommendation to the adaptive equipment, denial criteria was updated, oversight and monitoring added Employment First priority and the Board clerk was updated.

Policy 6.21 Informed Consent – Changed shall to will throughout, added the authorization will be reviewed annually and the Board clerk was updated.

POLICY COMMITTEE RECOMMENDATION 121-24: The Policy Committee recommended the Board approve amendments to Policy 4.11 Fees for Services to Eligible Individuals, Policy 4.12 Title XX Eligibility and Reimbursement, Policy 4.13 Monthly Reconciliations, Policy 5.11 On-Call Duty, Policy 6.10 Waiting Lists, Policy 6.21 Informed Consent, and Policy 6.12 Individual Support Services

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Mrs. Hood, yes  
Ms. Montrose, yes

Mr. King, yes  
Mr. Butterfield, yes

Mr. McPheron, yes  
Mr. Fleming, yes

E. Nominating Committee

XI. New Business

A. Addendum to Agreement for Sharing Services of Superintendent

Based on the recommendation from both the Allen County and Auglaize County Prosecutor's Offices the word shall was changed to may in the event there would be shared liability between Ohio School Plan and CORSA while the Superintendent is driving a motor vehicle owned by Allen County. Auglaize County Board of Developmental Disabilities approved this addendum.

SUPERINTENDENT RECOMMENDATION 122-24: Superintendent Kohler recommended the Board approve the Addendum to Agreement for Sharing Services of Superintendent.

Mr. Butterfield moved.

Mr. McPheron seconded the motion

Mr. King, yes  
Mr. Butterfield, yes

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mr. Fleming, yes

B. Approve Preliminary Annual Action Plan for 2025 and Discuss the Public Comment

SUPERINTENDENT RECOMMENDATION 123-24: Superintendent Kohler recommended that the Board approve the Preliminary Annual Action Plan for 2025 and approve the Superintendent to seek public comment via social media on the Annual Action Plan for 2025.

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mr. King, yes

Mr. Butterfield, yes  
Mr. Fleming, yes

C. Approve Vehicle Lease Agreement

Superintendent Kohler recommended the Board enter into a lease agreement with Enterprise Fleet Management, Inc. for the lease and maintenance of new vehicles. In the calendar year 2025 there will be nine (9) replacement vehicles leased, replacing six (6) currently leased vehicles and three (3) vehicles currently owned by the Board. The nine (9) new leases and routine preventive maintenance shall not exceed \$43,200.00 annually with a total amount of \$212,500.00 for the five-year term.

If this arrangement is not satisfactory, the contract can be terminated at any time with no cause.

SUPERINTENDENT RECOMMENDATION 124-24: Superintendent Kohler recommended the Board enter into a lease agreement with Enterprise Fleet Management, Inc. for vehicle management, not to exceed \$212,500 for five years.

Mr. King moved.

Mr. McPheron seconded the motion.

Ms. Montrose, yes

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. King, yes

Mr. McPheron, yes

Mr. Fleming, yes

## XII. Board Discussion

Superintendent Kohler will be Allen County's Delegate at the Ohio Association of County Boards (OACB) Annual Conference on December 4, 5, and 6, 2024.

## XIII. Other Items to Come Before the Board

- A. Requested re-appointment of Mr. Butterfield and Mrs. Hood to another term by the Allen County Commissioners
- B. An Allen County Board of Developmental Disabilities Board member is needed to serve as a non-voting member liaison for the Marimor Legacy Foundation, it was decided that Mr. McPheron will serve in this position.
- C. Board Member training was discussed and instructions were given to Board Members needing additional Continued Professional Training Units.

## XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:09 p.m.

Mr. Butterfield seconded the motion to adjourn.

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. King, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes



Regular Board Meeting  
**November 25, 2024**  
Allen County Board of Developmental Disabilities  
2500 Ada Rd.  
Lima, OH 45801

*Rhonda Casady*  
Rhonda Casady, Board Clerk

Mrs. Christina Hood, Recording Secretary