

November 25, 2024

- 125-24 Approval of Agenda
- 126-24 Approval of the minutes from the October 28, 2024 regular meeting
Approval of hiring of Angela Clements, Service and Support Associate
Concurrence with Interdepartmental Transfers, Supplemental Appropriations and Journal Entry requests
- 127-24 Approval of Direct Service Contracts involving Payment to Eligible Individuals or Immediate Family Member or Eligible Individual
- 128-24 Approval of Financial Summary and Bills paid on pages 1-11 and pages 13-21 in October 2024
- 129-24 Approval of Bills paid in October, on page 12
- 130-24 Approval of the following Policy Amendments:
 - Policy 2.03 Nursing and Maternal Needs
 - Policy 2.08 Tobacco Free Workplace
 - Policy 5.12 Executive, Management and Non-Union Compensation
 - Policy 5.13 Fringe Benefits
 - Policy 5.17 Hours of Work and Overtime for Non-Union Employee
 - Policy 6.01 County Board Eligibility
- Approval to abolish:
 - Policy 2.04 Healthy Foods & Vending
- 131-24 Approval of Funding for Home and Community Based Waiver Services for 2025
- 132-24 Approval of Association Dues
- 133-24 Approval of Accessible Communities Grant with American Rescue Plan Act 2021 (ARPA) Funds Amendment with the City of Lima

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

November 25, 2024

2500 Ada Rd, Lima, OH 45801

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Monday, November 25, 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, present
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 Linda who began receiving services in August 2022, upon moving to Allen County from Ottawa County, Ohio. Linda lives in Town Square Apartments with her beloved cat, Devonna. She uses a Level One waiver, which transferred with her from Ottawa County, to fund services through Marimor Industries, accessing vocational habilitation services on Mondays and Tuesdays and Group Employment Support at PPG, Wednesday through Friday. Linda receives waiver transportation services to and from Marimor Industries through the Allen County RTA. She also uses Self-Directed Transportation services through the Black & White Cab Company to access her community for shopping, FANS events, medical appointments, etc. Linda loves to crochet, travel, listen to music, and watch movies, hockey and football. Linda is grateful to the ARPA committee for the opportunity to attend the Synergy conference in October at Kalahari.

Linda was accompanied by her SSA, Rebecca Meyer, who has been employed with the Board since August 2023.

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

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added	Requested By
Accessible Communities Grant with ARPA Funds Amendment Nominating Committee Meeting	Superintendent Kohler Superintendent Kohler

RESOLUTION 125-24:

Ms. Montrose moved to approve the agenda.

Mr. Butterfield seconded the motion to approve the agenda.

Ms. Hood, yes
Ms. Montrose, yes
Mr. Fleming, yes

Mr. King, yes
Ms. Place, yes

Mr. McPheron, yes
Mr. Butterfield, yes

IV. Correspondence

The Board received one Thank you card from Assistant Superintendent Theresa Schnipke thanking the Board for her retirement party and gifts.

V. Hearing of the Public

VI. Staff Report

Tammy Zack-Smith provided a recap of National Disability Employment Awareness Month.

VII. Consent Agenda

SUPERINTENDENT RECOMMENDATION 126-24: Superintendent Kohler recommended the Board consent to the following items:

A. Approval of the minutes from the regular meeting held October 28, 2024.

B. Accept Personnel Report

1. New Hires

a. Angela Clements was hired as a Service and Support Associate effective November 14, 2024 at an hourly rate of \$26.45.

2. Transfers

3. Terminations

C. Inspection Reports

Type: School Environment Inspection
Company: Allen County Health Department
Date: October 17, 2024
Scope: 2550 Ada Road
Results: No recommendations at this time

Type: Boiler Combustion Inspection
Company: Lippincott Plumbing, Heating and Electrical, Inc.
Date: October 18, 2024
Scope: 2550 Ada Road
Results: No deficiencies reported.

Type: Fire Hydrant
Company: Megacity Fire & Security
Date: October 22, 2024
Scope: Garage
Results: No deficiencies reported.

Type: Annual Sprinkler Inspection
Company: Megacity Fire & Security
Date: October 22, 2024
Scope: 2450, 2500 and 2550 Ada Rd Buildings
Results: 2450 Ada Road building had an air leak found in piping, a quote was requested to replace that section of piping. 2500 Ada Road had two five-year pressure gages changed. The garage had one five-year pressure gage replaced, and the Outside Stem and Yoke reported corroded and needs repacked, a quote is needed.

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

Mr. McPheron moved.

Ms. Place seconded the motion.

Mr. King, yes
Ms. Place, yes
Mr. Fleming, yes

Mr. McPheron, yes
Mr. Butterfield, yes

Ms. Montrose, yes
Mrs. Hood, yes

VIII. Monthly Reports

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

In the Community Support Services Report, Melissa Ricker, Director of Community Support Services, reported that the ARC of Allen County had listed six properties for sale. Mr. Butterfield and Ms. Montrose questioned why the properties were being sold. Mrs. Ricker reported that she had spoken to the ARC as well as the Ohio Department of Developmental Disabilities (DODD) regarding the sales. The homes are costing the ARC more than they anticipated due to repairs. DODD did inform the ARC that HUD Property Management would need to agree to the sales as long as money is still owed on the properties.

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on November 25, 2024

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

24-78	Mother	Individual Support Services	Reimbursement for Medical Travel
24-79	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
24-80	Mother	Individual Support Services	Reimbursement for Equestrian Therapy Sessions

ETHICS COUNCIL RECOMMENDATION 127-24: 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.

Mr. McPheron, yes
 Mr. Butterfield, yes
 Mr. Fleming, yes

Ms. Montrose, yes
 Mrs. Hood, yes

Ms. Place, yes
 Mr. King, yes

B. Finance/Personnel Committee – Met on November 22, 2024

Mr. Butterfield reported that for the month of October revenue was \$219,101.16 which is 29.7% over budget and expenditures were \$1,037,013.06 which is 17.9% under budget. The year-to-date revenue was \$9,077,277.42 which was 10% or \$825,521.42 over budget. Year-to-date expenditures were \$9,113,774.58, which was approximately 1.6% or \$150,009.42 over budget. The Finance Committee reviewed the bills that were paid in October and the second draft of the 2025 budget.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 128-24: The Finance Committee recommended that the Board approve the Financial Summary and bills paid on pages 1-11 and 13-21 in October 2024,

Mr. Butterfield moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes
Mrs. Hood, yes
Mr. Fleming, yes

Ms. Place, yes
Mr. King, yes

Mr. Butterfield, yes
Mr. McPheron, yes

FINANCE COMMITTEE RECOMMENDATION 129-24: The Finance Committee recommended that the Board approve the bills paid on page 12 in October 2024.

Mr. Butterfield moved.

Mr. McPheron seconded the motion.

Ms. Place, yes
Mr. King, yes
Mr. Fleming, yes

Mr. Butterfield, yes
Mr. McPheron, yes

Mrs. Hood, abstain
Ms. Montrose, yes

C. Planning Committee

D. Policy Committee – Met November 25, 2024

Policy 2.03 Nursing and Maternal Needs – Removed that milk can be stored in an employee provided fridge; updated clerk’s name.

Policy 2.04 Healthy Foods & Vending – Abolish policy, no longer operating school program.

Policy 2.08 Tobacco Free Workplace – The Board clerk name was updated.

Policy 5.12 Executive, Management and Non-Union Compensation – Updated position titles and policy titles; added an “other” to the compensation package for additional incentives that can be approved by Board resolution; added a statement to the Superintendent’s compensation section to address a shared Superintendent arrangement. The Board clerk name was updated.

Policy 5.13 Fringe Benefits – Exceptions apply as outlined in the insurance carrier’s policy was added to health insurance. No Dental opt out bonus was removed. Juneteenth and Independence Day were added to the non-union paid holiday list and twelve month employees was removed. ARIS Group and other benefits may be established by Board Resolution was added. The Board clerk was updated.

Policy 5.17 Hours of Work and Overtime for Non-Union Employee – The Board clerk name was updated.

Policy 6.01 County Board Eligibility – Eligibility requirements for birth – age 2: children replaced infant or toddler, tools replaced instruments and procedures, and development was removed. Requirements of appendix C of rule 5123-10-02 and a paragraph to reflect the rule on informed clinical opinion was added. Ages 3-5 years old: removed established risk wording. Ages 6-15 years old: added Eligibility determination for individuals age 6 and older will be completed within forty-five days of request or after all necessary information is received. The Board clerk was updated.

POLICY COMMITTEE RECOMMENDATION 130-24: The Policy Committee recommended the Board approve amendments to Policy 2.03 Nursing and Maternal Needs, Policy 2.08 Tobacco Free Workplace, Policy 5.12 Executive, Management and Non-Union Compensation, Policy 5.13 Fringe Benefits, Policy 5.17 Hours of Work and Overtime for Non-Union Employee, Policy 6.01 County Board Eligibility. The Policy Committee also recommended the Board abolish Policy 2.04 Healthy Foods & Vending.

Mrs. Hood moved.

Mr. Butterfield seconded the motion.

Mr. Butterfield, yes
Mr. McPherson, yes
Mr. Fleming, yes

Mrs. Hood, yes
Ms. Montrose, yes

Mr. King, yes
Ms. Place, yes

E. Nominating Committee – Met November 25, 2024 to discuss Committee assignments for 2025.

XI. New Business

A. Funding for Home and Community Based Waiver Services for 2025

The Ohio Revised Code (ORC) §5126.0511 requires the Board adopt a resolution specifying the amount of funds the Board 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 ORC §5126.0510 and §5126.059. The Federal match is currently 35.47% for State Fiscal Year 2025. In 2025, all Medicaid waiver authorizations are projected to be \$17,809,509.00, including state funded waivers, for the Home and Community Based waiver programs.

SUPERINTENDENT RECOMMENDATION 131-24: Superintendent Kohler recommended the Board commit \$1,900,166.00 in the 2025 budget as payment for the non-federal share of Medicaid expenditures for Home and Community-Based waiver programs, including the admin fees. The Board will also pay associated fees as required by the State of Ohio. 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 resolution assumes the continuation of \$3,966,075.00 in State allocation for the local match for Medicaid expenditures.

Mr. King moved.

Mrs. Hood seconded the motion.

Mrs. Hood, yes
Ms. Montrose, yes
Mr. Fleming, yes

Mr. King, yes
Ms. Place, yes

Mr. McPheron, yes
Mr. Butterfield, yes

B. Association Dues

The Ohio Association of County Boards of Developmental Disabilities (OACB) annual dues were \$28,120.00 in 2024. With a scheduled 3% increase, dues for 2025 will be \$28,960.00. Enrollment numbers are used to establish this fee for each county. There have been no significant changes in the Board’s enrollment numbers that impact this fee.

The Allen County Family & Children’s First Council (FCFC) administrative fees will be \$1,650.00 for 2025.

SUPERINTENDENT RECOMMENDATION 132-24: Superintendent Kohler recommended the Board approve \$28,960.00 payable to the Ohio Association of County Boards of Developmental Disabilities for the 2025 dues and \$1,650.00 to Family Children First Council for the 2025 administrative fees.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

Mr. King, yes
Ms. Place, yes
Mr. Fleming, yes

Mr. McPheron, yes
Mr. Butterfield, yes

Ms. Montrose, yes
Mrs. Hood, yes

C. Accessible Communities Grant with American Rescue Plan Act 2021 (ARPA) Funds Amendment

Since January 2024, the Assistant Superintendent has 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, non-profit and public entities in Lima/Allen County. The second agreement was received from Bricker Graydon for Universal Changing Tables, and then used for Accessible Communities awards. These are subsections of the ARPA Grant and approved awards by the Ohio Department of Developmental Disabilities.

SUPERINTENDENT RECOMMENDATION 133-24: Superintendent Kohler recommended the Board amend the original Accessible Communities Grant contract with the City of Lima for the installation of sidewalks to increase accessibility to the Collett Street tennis courts. An additional one-time award amount of \$1,179.50 will be issued to cover the remaining cost of this project, added to the original amount of \$11,432.50 for a total award amount of \$12,612.00.

Mr. Butterfield moved.

Mr. King seconded the motion

Mr. McPheron, yes
Mr. Butterfield, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Hood, yes

Ms. Place, yes
Mr. King, yes

XII. Board Discussion

XIII. Other Items to Come Before the Board

A. Accessible restroom and drinking fountain at Marimor Legacy Park and All-Abilities Playground

- a. The Marimor Legacy Foundation is raising funds to add a restroom facility including a Universal Changing Table and drinking fountain. The Board will pay for the cost of the restroom as part of the 2025 capital budget and be reimbursed by the Foundation. Ongoing maintenance, etc. will be at the expense of the Board.
- b. The Board will seek permission from the Board of County Commissioners to put this project out for bid, then ask for a Board resolution to do so in 2025.

B. Superintendent evaluation

- a. The Board's evaluation of the superintendent is typically completed this time of year. The Board decided to conduct the evaluation at a later date in consideration of the current superintendent's August 1, 2024 start date.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 5:50 p.m.

Mr. Butterfield seconded the motion to adjourn.

Ms. Montrose, yes
Mrs. Hood, yes
Mr. Fleming, yes

Ms. Place, yes
Mr. King, yes

Mr. Butterfield, yes
Mr. McPheron, yes

Regular Board Meeting
Thursday, December 19, 2024
Allen County Board of Developmental Disabilities

2500 Ada Rd.
Lima, OH 45801

Rhonda Casady, Board Clerk

Mrs. Christina Hood, Recording Secretary