

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

AGENDA  
January 31, 2017

4:30 p.m. Policy Committee  
5:15 p.m. Ethics Council  
5:30 p.m. Regular Board Meeting  
Administration Building  
2500 Ada Road, Lima OH

I. Roll Call

Mr. Patrick Conrath \_\_\_\_\_ Mr. Martin Garlock \_\_\_\_\_ Mrs. Linda Lehman \_\_\_\_\_  
Mr. Robert McPheron \_\_\_\_\_ Ms. Phyllis Montrose \_\_\_\_\_ Mrs. Melissa Weaver \_\_\_\_\_  
Mr. Thomas Fleming \_\_\_\_\_

II. Focus

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

- Reduce Barriers
- Ensure Supports
- Expand Meaningful Community Involvement

Vision:

John Watkins is going to read the Vision for us.

John has received services from our Board since 2004. John grew up on a farm between Gomer and Delphos. When John was 19 years old he was walking along the road and was struck by a drunk driver resulting in a Traumatic Brain Injury. John had attended Chattanooga State University. He worked on the farm and in different production/manufacturing jobs most of his adulthood. John moved into Van Crest Assisted Living in Delphos several years ago. There he has his own apartment.

Over the years John has worked at several jobs in the community, in enclaves and at Marimor Industries, Inc. (MII). He worked for several years at Chief's and more recently at Taco Bell in Delphos and Flying J in Beaverdam. MII provides Employment Services and this year they approached him about a job opening at Kewpee. John had not been fully happy at his other job; however, he is now VERY happy at the Kewpee. John just started driving again and recently bought a car.

John is an active member of his church in Delphos. He enjoys singing in The 'Autumn Years Choraleers'. He likes to eat out and go to casinos. He is very kind and sends get well cards and notes to staff and other residents at Van Crest.

John is accompanied by his SSA Slone Whetstone. Slone has worked with John the past 12 years. Slone has been employed at the Board for 19 years. She primarily serves all our individuals living in Nursing Facilities.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
_____	_____
_____	_____
_____	_____

RESOLUTION 03-17:

\_\_\_\_\_ moved to approve the agenda.

\_\_\_\_\_ seconded the motion to approve the agenda.

Mr. Garlock \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_  
Ms. Montrose \_\_\_\_\_ Mrs. Weaver \_\_\_\_\_ Mr. Conrath \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

IV. Correspondence

V. Hearing of the Public

VI. Staff Report – Jana McVetta, Director of Quality & Support Services and Cheryl Zimmerly, Medicaid Services Specialist, will answer some waiver questions that were raised on Board evaluations last month. It was requested this be a simple discussion and a broad overview. We can then discuss if the Board would like this to be one of the required 4 hours of training for 2017. We will also answer how Medicaid is billed and some broad ‘Do’s and Don’ts’ with billing Medicaid for services.

VII. Consent Agenda

- A. Minutes
- B. Transfers
- C. Personnel Report
- D. Inspection Reports

SUPERINTENDENT’S RECOMMENDATION 04-17: I recommend the Board consent to the following items:

- A. Approval of the minutes of the regular meeting of the Allen County Board of Developmental Disabilities held on December 20, 2016. **Attachment 2.**
- B. Concurrence with the Supplementals, Transfers & Advances for December 2016. **Attachment 3.**

C. Accept Personnel Report

1. New Hires

- a. David Howard was re-hired as a Full Time Intervention Specialist – School Age effective January 1, 2017 at an annual salary of \$36,247.

D. Accept Inspection Reports **See Attachment 4.**

Type: Inspection  
Company: Lima Fire Equipment Co.  
Date: December 12, 2016  
Results: Fire Suppression System Inspection & Fire Extinguishers Check  
Corrective Action: One extinguisher ordered. No recommendations.

\_\_\_\_\_ moved to accept the recommendation of the Superintendent.

\_\_\_\_\_ seconded the motion to accept the recommendation of the Superintendent.

Mrs. Lehman \_\_\_\_\_ Mr. McPherson \_\_\_\_\_ Ms. Montrose \_\_\_\_\_  
Mrs. Weaver \_\_\_\_\_ Mr. Conrath \_\_\_\_\_ Mr. Garlock \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

VIII. Superintendent's Report

A. Superintendent activities for January 2017 **Attachment 5.**

B. Administrative

1. Early Childhood Report- December 2016 **Attachment 6**
2. Children's Services Report- December 2016 **Attachment 7**
3. Quality & Support Services- December 2016 **Attachment 8**
  - **LODDI Meeting Minutes & Financials- December 2016**
4. Service & Support Administration Report December 2016 **Attachment 9**
5. Human Resources Report- December 2016 **Attachment 10**
  - HR Newsletter- December 2016

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on January 31, 2017

See **Attachment 11** for the minutes of the December 20, 2016 meeting.

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

Vendor	Relationship	Service
Wynter Jones	Mother	Family Support Services – Reimbursement for Gas Card
Loretta Hess	Mother	Family Support Services – Reimbursement for Gas Card

**ETHICS COUNCIL RECOMMENDATION 05-17:** The Ethics Council recommends and so moves that the Board approve the Direct Service Contract Involving Payment to Immediate Family Members of Eligible Individuals as presented.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_ Mrs. Weaver \_\_\_\_\_  
 Mr. Conrath \_\_\_\_\_ Mr. Garlock \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_  
 Mr. Fleming \_\_\_\_\_

B. Finance Committee – Met January 20, 2017

**See Attachment 12** for the December Financial Summary and the minutes from the December 16, 2016 Finance Committee meeting.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met January 31, 2017

1. Adopt Policy:

- Policy 3.8 Minors, Personal Representatives and Deceased Individuals
- Policy 3.9 Duty to Report Violations and Security Incidents
- Policy 3.10 Disclosures That Do Not Require Authorizations
- Policy 3.11 Individual’s Rights to Access Records
- Policy 3.12 Individual’s Right to Request Amendment of Records
- Policy 3.13 Individual’s Right to Receive an Accounting of Disclosures
- Policy 3.14 Individual’s Right to Request Additional Restrictions
- Policy 3.15 Individual’s Right to Request Confidential Communications
- Policy 3.16 Individual’s Right to Notice of Privacy Rules

2. Amend Policy:

- Policy 3.6 Authorizations
- Policy 5.2.22 Non-Union Sick Leave Policy
- Policy 5.7 Visitors, Volunteers & Interns
- Policy 7.03 Purchasing

Policies 3.8-3.16 are a continuation of a new chapter called Confidentiality, Privacy and Computer Security. This month the policies are primarily an account of Approved Disclosures, Exceptions and Individual's rights with regard to their confidential files.

Policy 3.6 Authorizations- was found to have an error in the timeframe for signed Authorizations (Releases of Information) reviewed last month. This can be up to one year which is our standard practice.

Policy 5.2.22 Non-Union Sick Leave- needed one clarification in the timeframe that a staff member can use sick leave for bereavement and the standard formatting was changed by adding the Purpose in A.

Policy 5.7 Visitors, Volunteers & Interns- was edited to separate clearly what a visitor, volunteer and intern are when it comes to the requirements of Board policy. Visitors was lowered to 20 hours or less per year.

Policy 7.03 Purchasing- was updated to reflect guidance from Board legal counsel and OACB on monthly bills being provided to the Board but do not need a resolution. Updated other terminology as it has changed this past year.

See **Attachment 13** for copy of the proposed policies and minutes of the December 20, 2017 meeting.

POLICY COMMITTEE RECOMMENDATION 06-17: The Policy Committee recommends and so moves that the Board approve policies: Policy 3.8 Minors, Personal Representatives and Deceased Individuals, Policy 3.9 Duty to Report Violations and Security Incidents, Policy 3.10 Disclosures That Do Not Require Authorizations, Policy 3.11 Individual's Rights to Access Records, Policy 3.12, Individual's Right to Request Amendment of Records, Policy 3.13 Individual's Right to Receive an Accounting of Disclosures, Policy 3.14, Individual's Right to Request Additional Restrictions, Policy 3.15, Individual's Right to Request Confidential Communications and Policy 3.16 Individual's Right to Notice of Privacy Rules. The Policy Committee also recommends the approval of amended policies: Policy 3.6 Authorizations, Policy 5.2.22 Non-Union Sick Leave Policy, Policy 5.7 Visitors, Volunteers & Interns and Policy 7.03 Purchasing.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Ms. Montrose \_\_\_\_\_ Mrs. Weaver \_\_\_\_\_ Mr. Conrath \_\_\_\_\_  
Mr. Garlock \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

## XI. New Business

### A. Adopt Program Calendar for 2017-2018

We have removed Early Intervention column as those staff now work the same schedule as all other twelve month employees. **Attachment 14** shows the proposed student and school personnel calendar for the 2017-2018 school year.

SUPERINTENDENT RECOMMENDATION 07-17: The Superintendent recommends the Board approve the Program Calendar as presented.

\_\_\_\_\_ moved to accept the recommendation of the Superintendent.

\_\_\_\_\_ seconded the motion to accept the recommendation of the Superintendent.

Mrs. Weaver \_\_\_\_\_ Mr. Conrath \_\_\_\_\_ Mr. Garlock \_\_\_\_\_  
Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

XII. Board Discussion: Board Evaluations & Board Training for 2017.

XIII. Other Items to Come Before the Board

XIV. Adjournment

\_\_\_\_\_ moved to adjourn the meeting at \_\_\_\_\_ p.m.

\_\_\_\_\_ seconded the motion to adjourn.

Mr. Patrick Conrath \_\_\_\_\_ Mr. Martin Garlock \_\_\_\_\_ Mrs. Linda Lehman \_\_\_\_\_  
Mr. Robert McPheron \_\_\_\_\_ Ms. Phyllis Montrose \_\_\_\_\_ Mrs. Melissa Weaver \_\_\_\_\_  
Mr. Thomas Fleming \_\_\_\_\_

Regular Board Meeting  
February 28, 2017  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

**Attachment 15:**  
Contracts Under \$50,000  
Results of 2016 Board Evaluation & Survey  
Bills Paid for December 2016