

April 25, 2017

19-17 Approval of the Agenda

20-17 Approval of the Minutes of the February 28, 2017 Board Meeting

Accept the Retirement of Sally Woolley

Accept the Transfer of Sarah Troyer from Investigative Agent/Community Outreach Coordinator to Community Connections Specialist

Accept the following Inspection Report:

Fire Department Inspection

School Environment Inspection

Food Service Inspection

Backflow Prevention Assemblies

Concurrence with the transfers for February and March 2017

21-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

22-17 Accept the following Personnel Actions:

Abolish the following positions effective June 30, 2017 and layoff the five affected staff

HMG Home Visitor

HMG (MIECHV) Home Visitor

HMG Administrative Assistant

Approve Transition Packages to Displaced Staff

23-17 Approval to Modify the following Job Descriptions

Behavior Support Specialist – Children

Investigative Agent

School Nurse

Transition Carryover Employee – Scanner/Clerical Support

24-17 Approve the following Personnel Actions:

Create Part Time Investigative Agent

Abolish Investigative Agent/Community Outreach Coordinator

Abolish one Intervention Specialist

Abolish one Educational Aide

25-17 Approve the following Policies

Adopt Policy:

Policy 3.23 Security Management Practices

Policy 3.24 Data Backup

Policy 3.25 Technology Recovery Plan

Policy 3.26 Facility Security & Access Control

Policy 3.27 Annual Security Evaluation

Policy 3.28 Audit Control & Activity Review

Policy 3.29 Malicious Software Protection

Policy 3.30 Breach Reporting

Policy 3.31 Security Awareness Program

Amend Policy:

Policy 2.07 Concealed Weapons Policy

Policy 5.4 Program Discipline and Corrective Action

Policy 5.9 Teleworking

Abolish Policy:

5.4.1 & 5.4.2 Disciplinary Policies

26-17 Accept Cafeteria Prices for the 2017 – 2018 School Year

27-17 Recommend a Contract be Awarded to The Shelly Company for Asphalt Repair Project

28-17 Approve Tax Budget

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
APRIL 25, 2017

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, April 25, 2017 in the Administration Board Room. President Garlock called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Patrick Conrath, present
Mr. Robert McPheron, present
Mr. Martin Garlock, present

Mr. Thomas Fleming, present
Ms. Phyllis Montrose, present

Mrs. Linda Lehman, present
Mrs. Melissa Weaver, present

II. Focus

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

- Reduce Barriers
- Ensure Supports
- Expand Meaningful Community Involvement

Vision:

This month the vision was read by Chris C. Chris has been receiving services from the Board since 2014. Chris is a funny guy with a kind heart and is helpful to others. Chris enjoys working on cars, fishing and playing video games. Chris likes spending time at the Rallies and downtown concerts in the Square. Chris also enjoys going to the WAR wrestling matches when they come to the area. Chris receives service and support services from the Board and Homemaker Personal Care (HPC) services from Goodwill Easter Seals (GWES). His SSA Terry Partin accompanied Chris to the meeting. The SSA helps Chris with authorizing/coordinating/monitoring his services, managing his budget and routine paper work. GWES assists with transportation, managing appointments and upkeep of his apartment when needed. In the past Chris has worked at We Can Too. The Board asked Chris if there was anything additional that they could do for him. Chris replied that his biggest issue was that he is having issues with the times which Goodwill shows up at his home. Terry Partin stated that this was something that they were working on. The Board also asked Terry if there was anything different that the Board should be doing. Terry stated that the Board does an excellent job. The Board is very respected in this area. Terry stated that the hardest part of his job was finding nice housing for the individuals we serve.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 19-17:

Ms. Montrose moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mr. Fleming, yes
Ms. Montrose, yes
Mr. Garlock, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Conrath, yes

IV. Correspondence

There were several items of correspondence this month. There is an email from Kathi Dunlap, a parent of a young lady we serve and a waiver provider of environmental modifications about our 'Always There' campaign and billboards. There are two thank you notes from our Partnership Luncheon. One from Harry, Myrna and Scott Shutt of Kewpee and also one from Dr. Mark Winerman. Both were recognized for their outstanding service to individuals with developmental disabilities at our luncheon. Superintendent Schnipke also included a letter to the editor that was in the Lima News this month. Last, is a letter from State Support Team 6 announcing that Project Search student, Michael W. and the Project Search Instructor, Leigh Taylor were nominated for awards. The award assembly was held on March 10, 2017.

V. Hearing of the Public

VI. There will be no Staff Report in lieu of the Board required training Webinar immediately following the board meeting this evening.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 20-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on February 28, 2017 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
 - 1. Resignation
 - a. Sally Woolley will be retiring as an Intervention Specialist effective June 30, 2017.
 - 2. Transfers
 - a. Sarah Troyer will transfer from an Investigative Agent / Community Outreach Coordinator to the Community Connections Specialist effective April 26, 2017 at an annual salary of \$52,000.

C. Inspection Reports

Type: Fire Department Inspection
Company: Bath Township Fire Department
Date: March 9, 2017
Scope: Administration, School, Maintenance, Industries & all outbuildings.
Results: No violations.

Type: School Environment Inspection
Company: Allen County General Health District
Date: March 10, 2017
Scope: Marimor School
Results: No recommendations.

Type: Food Service Inspection
Company: Allen County General Health District
Date: March 13, 2017
Scope: Food Services
Results: No violations.

Type: Backflow Prevention Assemblies
Company: Lippincott Plumbing & Heating, Inc.
Date: March 13, 2017
Scope: Administration, School & Industries Buildings.
Results: No violations.

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during the months of February & March 2017.

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

Mr. Conrath seconded the motion to accept the recommendation of the Superintendent.

Mrs. Lehman, yes
Mrs. Weaver, yes
Mr. Garlock, yes

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Fleming, yes

VIII. Superintendent's Report

A. Superintendent activities for March/April 2017

B. Administrative

1. Early Childhood Report- February & March 2017
2. Children's Services Report- February & March 2017
3. Quality & Support Services Report- February & March 2017
 - Meeting minutes from LODDI, Inc. for February 2017
 - Financials for LODDI, Inc. for January and February 2017

4. Service & Support Administration Report- February & March 2017
5. Human Resources Report- February & March 2017
 - HR Newsletter- March & April 2017

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on April 25, 2017

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

Vendor	Relationship	Service
17-001	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-002	Aunt	Family Support Services- Respite Care
17-003	Mother	Family Support Services- Reimbursement for Diapers
17-004	Mother	Family Support Services- Gas Card
17-005	Mother	Family Support Services- Gas Card
17-006	Mother	Family Support Services- Gas Card
17-007	Father	Family Support Services-Gas Card
17-008	Grandmother	Family Support Services- Respite Care
17-009	Mother	Family Support Services- Gas Card
17-010	Brother	Family Support Services- Respite Care
17-011	Mother	Family Support Services-Gas Card
17-012	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-013	Mother	Family Support Service- Reimbursed for Home Modification
17-014	Mother	Family Support Services-Gas Card
17-015	Mother	Family Support Services-Gas Card
17-016	Father	Family Support Services-Gas Card
17-017	Mother	Family Support Services-Gas Card
17-018	Father	Family Support Services-Gas Card
17-019	Grandfather	Family Support Services-Gas Card
17-020	Mother	Family Support Services-Gas Card
17-021	Aunt	Family Support Services-Gas Card
17-022	Sister	Family Support Services- Respite Care
17-023	Mother	Family Support Services-Gas Card

ETHICS COUNCIL RECOMMENDATION 21-17: The Ethics Council recommended and so moved that the Board approve the Direct Service Contract Involving Payment to Immediate Family Members of Eligible Individuals as presented with the provision that the appropriate checklists are added for the two individuals specified.

Mr. Conrath moved.

Mr. Fleming seconded the motion.

Mr. McPheron, yes
Mr. Conrath, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Weaver, yes
Mrs. Lehman, yes

B. Finance Committee – Met on April 21, 2017

President Garlock stated that the year-to-date revenue was approximately 5.6 million dollars, which is 1.5 million dollars over budget. A big part of this was due to the transfer of Fund 2077 into the general fund due to some budget changes that were implemented in 2017. Year-to-date expenditures were approximately 2.2 million which was approximately \$228,000 under budget. President Garlock stated that workers comp costs for 2017 are higher than we anticipated. Position changes were also discussed.

C. Personnel Committee- Met on April 25, 2017

PERSONNEL COMMITTEE RECOMMENDATION 22-17: The Personnel Committee recommended and so moved that the positions of HMG Home Visitor, HMG (MIECHV) Home Visitor and HMG Administrative Assistant be abolished effective on June 30, 2017 and the five staff members impacted be laid off accordingly. This is necessary as the Board will no longer provide Help Me Grow Home Visiting services as of June 30, 2017. The reasons for this action were sent to the Ohio Department of Health in March 2017 with a notice to terminate both HMG Home Visiting and the MIECHV Home Visiting as of June 30, 2017. The Personnel Committee also recommended and so moved the transition packages be approved. Employees will be offered the transition package if they do not displace another staff member of the Board and effectively separate from the Board on or before June 30, 2017. If any staff member is displaced due to this action said staff will also be offered a transition package according to this resolution.

Mr. Fleming moved.

Mrs. Weaver seconded the motion.

Ms. Montrose, abstain
Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Weaver, yes
Mrs. Lehman, yes Mr.

Mr. Conrath, yes
McPheron, yes

PERSONNEL COMMITTEE RECOMMENDATION 23-17: The Personnel Committee recommended that the Board approve the modifications to the Job Descriptions for: Behavior Support Specialist- Children, Investigative Agent, School Nurse, Transition Carry-over Employee – Scanner/Clerical Support be approved. Behavior Support- Children will be moving to a 9 month position starting at the end of this school year. The School Nurse will be taking on the duties of the RNQA reviewer that we presently contract for with outside entities. Duties were removed from the Investigative Agent job description to match the legal requirements for this position.

Mr. Fleming moved.

Mr. McPheron seconded the motion.

Mrs. Weaver, yes
Mrs. Lehman, yes
Mr. Garlock, yes

Mr. Conrath, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

The Personnel Committee met and discussed the workforce needs of the Board. It is recommend to establish the position of Investigative Agent- Part-Time in light of ORC §5126.221 that says “a Board cannot assign any duties to an investigative agent other than conducting investigations”. We only need one and one half investigators at this time. Due to a staff member transferring from the position that was the full-time Investigative Agent and Community Outreach Coordinator we can abolish this position, and establish the part-time Investigative Agent position. We will then assess over the next several months the need for a part-time Community Outreach Coordinator that will be lost with this abolishment. It is also recommended the Board abolish one Intervention Specialist and Educational Aide as we will only have the need for five classrooms in the 2017-2018 school year.

PERSONNEL COMMITTEE RECOMMENDATION 24-17: The Personnel Committee recommended and so moved that the Board establish the position of Investigative Agent- Part-Time and abolish the positions of Investigative Agent and Community Outreach Coordinator full-time. It is further recommended to abolish one Intervention Specialist and one Educational Aide due to workforce changes for the 2017-2018 school year.

Mr. Fleming moved.

Ms. Montrose seconded the motion.

Mr. Conrath, yes
Mr. McPheron, yes
Mr. Garlock, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

D. Planning Committee

E. Policy Committee - Met April 25, 2017

Policies 3.23-3.31 are a continuation of a new chapter called Confidentiality, Privacy and Computer Security. These policies continue to build on the best practices for adhering to the laws of the Health Insurance Portability and Accountability Act (HIPAA). This month the policies focus on the role of the Board’s Security Officer and how the duties & responsibilities of that role will ensure the Board’s data is protected, how those protections are monitored, ensuring staff are trained on such measures and then outlines how breaches are handled.

Policy 2.07 Concealed Weapons Policy is renumbered from Policy 1.18 to be moved to the Safety Chapter. This policy was updated to adhere to the statute changes that went into effect in March 2017. Under the law changes, individuals who hold a carry concealed handgun license may now have their weapons on public and private property in a locked trunk, glove compartment or locked container inside a locked vehicle. Employees are also afforded that same right when they are not transporting individuals served, employees or other business associates. Weapons may not be transported in Board owned vehicles.

Policy 5.9 Teleworking Policy was reviewed with only a minor revision in reference to the policy on Calamity time.

POLICY COMMITTEE RECOMMENDATION 25-17: The Policy Committee recommended and so moved that the Board approve Policy 3.23 Security Management Practices, Policy 3.24 Data Backup, Policy 3.25 Technology Recovery Plan, Policy 3.26 Facility Security & Access Control, Policy 3.27 Annual Security Evaluation, Policy 3.28 Audit Control & Activity Review, Policy 3.29 Malicious Software Protection, Policy 3.30 Breach Reporting, Policy 3.31 Security Awareness Program and amend Policy 2.07 Concealed Weapons Policy, Policy 5.4 Program Discipline and Corrective Action and Policy 5.9 Teleworking. It is further recommended and so moved that Policies 5.4.1 and 5.4.2 be abolished.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. Fleming, yes
 Ms. Montrose, yes
 Mr. Garlock, yes

Mrs. Lehman, yes
 Mrs. Weaver, yes

Mr. McPheron, yes
 Mr. Conrath, yes

XI. New Business

A. Cafeteria Prices for the 2017-18 School Year

In accordance with the requirements of the Ohio Department of Education, Peggy Cockerell and Tammy Delong recommended that the cafeteria prices be raised by \$.10 for the 2017-2018 school year.

SUPERINTENDENT RECOMMENDATION 26-17: Superintendent Schnipke recommended that the Board approve the cafeteria prices as listed for the 2017-2018 school year:

Item	Price
Lunches	
Elementary	\$2.60
High School	\$2.85
Adults	\$3.60
A La Carte Items	
Featured Entrée	\$2.25
Veggie/Fruit	\$1.00
Bread	\$0.70
Desserts	\$0.70
Yogurt	\$1.10
Yogurt Parfait	\$1.40
Bottled Water	\$1.00
Baked Potato	\$1.50
w/Broccoli & Cheese	\$2.10
Bowl Salad	\$1.55
Chef Salad Bowl	\$2.45
Chef Salad Plate	\$3.95
Marinated Chicken	\$2.65
Grilled Chicken	\$2.65
Breaded Pork	\$2.65

BBQ Rib	\$2.65
Breaded Fish	\$2.65
Hamburger	\$2.65
Pizza	\$2.65
Breakfast	Price
Students	\$1.75
Adults	\$2.10
Milk	\$0.70

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

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

Mrs. Lehman, yes
Mrs. Weaver, yes
Mr. Garlock, yes

Mr. McPheron, yes
Mr. Conrath, yes

Ms. Montrose, yes
Mr. Fleming, no

B. Recommend a Contract be Awarded to The Shelly Company for Asphalt Repair Project

Bids were opened on Tuesday March 30, 2017 at 11:00 a.m. at the Allen County Commissioner’s Office. Five bids were received. The total cost of the project was estimated to be \$250,000. The lowest bidder was The Shelly Company. Their base bid was \$77,005.00. There were five alternates. The total cost of the project without the architect fees will be \$154,556.00.

SUPERINTENDENT’S RECOMMENDATION 27-17: Superintendent Schnipke recommended the Board recommend the Allen County Commissioners enter into contract with The Shelly Company for the Asphalt Repair Project as follows:

Base Bid (Mill and Fill CB corrections)	\$77,005.00
Alternate #1 (Crack Fill & Seal)	\$9,505.00
Alternate #2 (Crack Fill & Seal)	\$4,901.00
Alternate #3 (Mill and Fill)	\$60,145.00
Alternate #5 (Asphalt Sidewalk Repair)	<u>\$3,000.00</u>
TOTAL	\$154,556.00

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

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

Mr. McPheron, yes
Mr. Conrath, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Weaver, yes
Mrs. Lehman, yes

C. Approve Tax Budget

It is required by law that the Board submits a tax budget to the Allen County Auditor to be included with the tax budget that must be adopted by the County Commissioners. The tax budget is then reviewed by the Allen County Budget Commission to determine if we need to increase our tax levy for the coming year. In practice,

our Board recognizes our financial need and takes appropriate action on levy requests based on our 5-year projection and financial review system.

SUPERINTENDENT RECOMMENDATION 28-17: Superintendent Schnipke recommended the Board approve the 2017 Tax Budget as presented and approves for it to be submitted to the Allen County Auditor as required by law.

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

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

Ms. Montrose, yes
Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Weaver, yes
Mrs. Lehman, yes

Mr. Conrath, yes
Mr. McPheron, yes

XII. Board Discussion.

XIII. Other Items to Come Before the Board

Mr. Fleming, the Advocacy Chair for the Board, reported that the State budget hearings were currently being conducted. He will update the Board as he receives information.

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 6:21 p.m.

Mr. Conrath seconded the motion to adjourn.

Mrs. Weaver, yes
Mrs. Lehman, yes
Mr. Garlock, yes

Mr. Conrath, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Regular Board Meeting
May 23, 2017
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary