

October 24, 2017

- 70-17 Approval of the Agenda
- 71-17 Approval of the Minutes of the September 26, 2017 Board Meeting
 - Accept the retirement of Peggy Cockerell as the Director of Education effective December 31, 2017
 - Accept the following Inspection Reports
 - Ohio Bureau of Worker's Compensation – Ohio Public Employment Risk Reduction Program Review
 - Allen County General Health District – School Environment Inspection
 - Allen County General Health District – Food Service Inspection
 - Concurrence with the transfers for September 2017
- 72-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 73-17 Approval of the following Policy Actions
 - Amend Policy 5.3 Probationary and Performance Review Standards
 - Amend Policy 8.11 Major Unusual Incidents/Unusual Incidents
 - Adopt Policy 8.15 FANS (Friends, Allies and Neighbors) Network
- 74-17 Approve FANS (Friends, Allies and Neighbors) Network Handbook
- 75-17 Approve Participation in the Supported Decision Making Project
- 76-17 Recommend Placing Items on GovDeals.net for Auction
- 77-17 Approve the following LODDI Property Action and Contract Amendment
 - Acceptance of the Capital Housing Dollars in the Amount of \$247,500
 - Acceptance of the Property from the Allen County Land Bank/Allen County Commissioners at 1208 North St.
 - Approval to Sell the Home at 2015 Metcalf St.
 - Approval to Purchase a Home at 2535 Lowell Ave.
 - Approval of the Addendum to the Contract to allow LODDI, Inc. to Engage in New Constructions for Individuals Served by the Board.
- 78-17 Approve the Transfer of Barbara Blass from Early Intervention Coordinator (CS-408) to Director of Education (CS-500) effective January 1, 2018
- 79-17 Approval to Create Early Childhood Supervisor Position

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

October 24, 2017

5:30 p.m. Regular Board Meeting
2500 Ada Rd, Lima OH

I. Roll Call

The Allen County Board of Development Disabilities met in regular session on Tuesday, October 24, 2017 in the administration conference room. President Garlock called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Tom Fleming, present
Ms. Phyllis Montrose, present
Mr. Marty Garlock, present

Mrs. Linda Lehman, present
Mr. Adam Stolly, present

Mr. Bob McPheron, present
Mrs. Melissa Weaver, excused

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 Dean McCombs. Dean started with the Board on June 9, 2017 as a part-time Investigative Agent. Dean retired from the Ohio Department of Rehab & Corrections working at Allen/Oakwood Correctional Institution as his last assignment. After retirement Dean worked in the Security Department at Lima Memorial Hospital for 6 years. Dean continues to be a Special Deputy with the Allen County Sheriff's Office. Dean has three grown children and two grand puppies. Dean has picked up quickly on his new role with our agency and has been an asset to our investigation and Major Unusual Incident (MUI) process.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 70-17:

Ms. Montrose moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

IV. Correspondence

There is an email received from a former staff member of Champaign Residential Services, Inc. (CRSI) expressing her appreciation for the invitation to our 50th Anniversary Gala and commenting on the services the Board provides.

V. Hearing of the Public

VI. Staff Report

Superintendent Schnipke shared a video with the Board that was made by the Ohio Department of Developmental Disabilities when they visited us in May.

Kristy Schweingruber, Service and Support Administration Director, updated the Board on the hire of Melodie Conley as the new Transition – Employment Navigation Manager. Melodie, a current Service and Support Associate, has 23 plus years of experience in employment. Prior to being an SSA and prior to transition, Melodie was the Employment Services Manager for the Board. Kristy reported that we also have two new SSA's that will be starting on November 9th. One is a replacement for Melodie and the other is filling a vacancy that we had. This restructured unit, which includes Employment Navigation, will work with the transitional youth as well as reach out to new businesses for employment opportunities. We currently have 89 individuals with community jobs. With this new unit, we will be working towards increasing this number in the next year.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 71-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on September 26, 2017 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
 - 1. Terminations
 - a. Peggy Cockerell retiring as the Director of Education effective December 31, 2017.

C. Inspection Reports

Type: Ohio Public Employment Risk Reduction Program Review

Company: Ohio Bureau of Worker's Compensation

Date: July 26, 2017

Scope: Voluntary review for a Safe & Healthful Workplace; all work areas visited.

Results: Report, pictures and corrective action follow-up reviewed.

Type: School Environment Inspection
Company: Allen County General Health District
Date: October 6, 2017
Scope: Marimor School
Results: No recommendations

Type: Food Service Inspection
Company: Allen County General Health District
Date: October 11, 2017
Scope: Food Services
Results: No violations at this time. Facility is in good compliance.

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during September 2017.

Mrs. Lehman moved to accept the recommendation of the Superintendent.

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

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Stolly, yes
Mr. Garlock, yes

VIII. Superintendent's Report

A. Superintendent Report for September 2017

The Learning Lunches are for our Providers. We provide training on topics that they typically would not be trained on. They are very well attended. We currently have nine providers that send staff to the trainings.

B. Administrative

1. Early Childhood Report – September 2017
2. Children's Services Report – September 2017
3. Quality & Support Services Report – September 2017
4. Service & Support Administration Report – September 2017
5. Human Resources Report – September 2017
 - HR Newsletter – October 2017

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on October 24, 2017

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

<u>Vendor</u>	<u>Relationship</u>	<u>Service</u>
17-051	Mother	Family Support Services- Gas Card
17-052	Father	Family Support Services- Gas Card
17-053	Mother	Family Support Services- Gas Card
17-054	Mother	Family Support Services- Gas Card
17-055	Mother	Family Support Services- Reimbursement for Adaptive Equipment

ETHICS COUNCIL RECOMMENDATION 72-17: 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.

Mr. McPheron moved.

Mr. Fleming seconded the motion.

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Stolly, yes
Mr. McPheron, yes

Mr. Fleming, yes
Mr. Garlock, yes

B. Finance Committee – Met on October 20, 2017

President Garlock reported that the year-to-date revenue was approximately \$10.2 million; however if you remove the transfer that moved the carryover from Fund 2017 to Fund 2018 that was done earlier in the year revenue is actually under budget by \$756,932.14. Year-to-date expenditures are currently under budget by approximately \$822,000.

The Finance committee reviewed the 2nd Draft of the 2018 Budget as well as the 10 Year Projection. The Board will be voting on the lease with Marimor Industries next month. There is no update on the Foundation.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met October 24, 2017

Policy 5.3 Probationary and Performance Review Standards was updated to match the Board practices and terms with the new system approved last month. Most changes were in language and set up. The only change in practice is how the Superintendent will complete the self-evaluation and submit it to the Board President for review with the full Board in one executive session. Additionally, the name of this policy was changed and the section number of 5.3.1 removed.

Policy 8.11 Major Unusual Incidents/Unusual Incidents was updated to the new policy format with a 'PURPOSE' statement added. This also constitutes an annual review of this full policy to ensure it is in compliance with all applicable requirements.

Policy 8.15 FANS (Friends, Allies and Neighbors) Network was a new policy to support our FANS program and the requirements for the volunteers and individuals that participate in this program.

POLICY COMMITTEE RECOMMENDATION 73-17: The Policy Committee recommended the Board approve policy amendments as presented to Policy 5.3 Probationary and Performance Review Standards, Policy 8.11 Major Unusual Incidents/Unusual Incidents and Policy and Policy 8.15 FANS (Friends, Allies and Neighbors) Network as presented.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. Stolly, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

XI. New Business

A. Approve FANS (Friends, Allies and Neighbors) Network Handbook

The new FANS Handbook includes all the items a staff member needs to complete for orientation with all volunteers in this program. It also includes information for individuals served to participate in the program. This handbook is created to align with the new FANS policy 8.15.

SUPERINTENDENT RECOMMENDATION 74-17: Superintendent Schnipke recommended the Board approve the FANS Handbook as presented.

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

Ms. Montrose seconded the motion to accept the recommendation of the Superintendent.

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

B. Approve Participation in the Supported Decision Making Project

Earlier this year the Superintendent's Association held training on the topic of Supported Decision Making. The trainer, Johnathan Martinis, is a nationally recognized attorney from Washington DC who specializes in guardianship and alternatives to guardianship. This is a priority for us as over the past year we have been asked by Probate Court to assist with guardianship ideas due to the severe shortage of guardians in Allen County. Due to how this training changed the participant's thinking on guardianship, we are joining with 9 other county boards to work toward the end of our service and support staff being trained in the concepts of Supported Decision Making. We will also be able to invite our local partners, such as the Probate Court. Judge Derryberry and Superintendent Schnipke have spoken about this opportunity for his staff and Superintendent Schnipke has provided him with literature from Johnathan Martinis. A \$5,000 grant was secured to offset the total cost and all Boards will contribute \$3,500 each. The training is expected to extend over a one year period.

SUPERINTENDENT RECOMMENDATION 75-17: Superintendent Schnipke recommended that the Board approve participation in the Supported Decision Making Project and commit \$3,500.00 for this participation.

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

Mr. Fleming seconded the motion to approve the recommendation of the Superintendent.

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

C. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 76-17: Superintendent Schnipke recommended that the Board request the Allen County Commissioners declare the items listed below not needed for public use, obsolete or unfit for use in accordance with §307.12 (E) O.R.C. Upon receipt of approval from the County Commissioners, authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

TAG # DESCRIPTION

24265 Dell M770 Monitor
24684 Dell M770 Monitor
24720 Dell M770 Monitor
25214 Pro Scan PS707A Monitor
25248 Dell E771p Monitor
25506 Dell E771p Monitor
25507 Dell E771p Monitor
25510 Dell E771p Monitor
25512 Dell E771p Monitor
25519 Dell E771p Monitor
25522 Dell E771p Monitor
25641 Dell E771p Monitor
25728 NEC MGC-1765 Monitor
26649 HP DC5800 PC Tower
26852 HP 6000 Pro PC Tower
26905 HP 6000 Pro PC Tower
26906 HP 6000 Pro PC Tower
26945 HP 6000 Pro PC Tower
27116 HP 8000 Elite PC Tower

NN 1 Samsung Intensity II cell phone - includes charger and 1 replacement battery
NN 20 Samsung Convoy 3 cell phones - includes 13 chargers, 19 boxes, 1 clip
 5 Samsung Galaxy S5 cell phones - includes 1 box, 3 complete chargers, 2 USB
NN cords, 5 cases
NN 1 LG G2 cell phone with case (case slightly broken), charger, box
NN 1 Droid MAXX cell phone with case, charger, and box

Mr. McPheron moved to approve the recommendation of the Superintendent.

Ms. Montrose seconded the motion to approve the recommendation of the Superintendent.

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

D. LODDI Property Action and Contract Amendment

There are several items for LODDI, Inc. (the independent housing corporation). First, Senate Bill 310 (the FY 2017-2018 Capital Budget Bill) became effective August 16, 2016. This budget included an allocation of \$23 million dollars for the Department of Developmental Disabilities (DODD) to be used in the Community Capital Assistance (CCA) Program. The Capital Housing plan identified that the CCA funds could be used to fund the purchase of existing homes or new construction of homes. DODD encourages the construction of new homes, with a continued emphasis on providing safe, affordable, and accessible housing to individuals with developmental disabilities. LODDI, Inc. therefore may use CCA funds for the purchase of homes or construction of new housing.

Additionally, we were approved for up to \$247,500.00 in CCA funds for LODDI, Inc. to construct a new home at 1208 North St. We are acquiring the city lot from the Allen County Land Bank. The demolition of the property was October 17, 2017. We are working with a Project Manager that we have under contract for the construction process. The home is planned to be a 'safe house' for at least four individuals with extensive service needs. LODDI, Inc. will need a mortgage at the end as we estimate the total cost will be closer to \$300,000. No Board funds will ultimately be used for construction; however, the Board is the flow through for the capital dollars while construction is in process. We have budgeted accordingly. LODDI, Inc. will get a mortgage and pay the difference of actual costs less Grant Revenue back to the Board.

Lastly, LODDI, Inc. is in the process of selling the home at 2015 Metcalf St. due to multiple issues that cannot be resolved easily. They have purchased a home at 2535 Lowell Ave for \$143,000 that at least one person from Metcalf will move to when possession is secured, and possibly one of the individuals getting an Exit Waivers in the near future.

SUPERINTENDENT RECOMMENDATION 77-17: Superintendent Schnipke recommended that the Board concur with the following action by LODDI, Inc.: acceptance of the capital housing dollars in the amount of \$247,500, acceptance of the property from the Allen County Land Bank/Allen County Commissioners at 1208 North St., selling of the home at 2015 Metcalf St and the purchase of the home at 2535 Lowell Ave. The Board retains interest in these matters; however, LODDI, Inc. is the responsible for all financing and property management. The Board also approves the addendum to the contract to allow for LODDI, Inc. to engage in new construction for individuals served by the Board.

Ms. Montrose moved.

Mrs. Lehman seconded.

Mr. McPheron, yes
Mr. Fleming, abstain

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Stolly, yes
Mr. Garlock, yes

ADJOURN INTO EXECUTIVE SESSION

Mr. Fleming moved to adjourn into Executive Session to the meet with Board Counsel to discuss personnel matters with a public employee at 6:21 p.m.

Ms. Montrose seconded the motion.

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Stolly, yes
Mr. McPheron, yes

Mr. Fleming, yes
Mr. Garlock, yes

RECONVENE INTO REGULAR SESSION

Mr. Fleming moved to reconvene into Regular Session at 6:52 p.m.

Ms. Montrose seconded the motion.

Mr. Stolly, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

E Approve Transfer of Employee

SUPERINTENDENT RECOMMENDATION 78-17: Superintendent Schnipke recommended the Board approve the transfer of Barbara Blass from Early Intervention Coordinator (CS-408) to Director of Education (CS-500) at an annual salary of \$89,230 effective January 1, 2018.

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

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

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

F. Create Early Childhood Supervisor Position

SUPERINTENDENT RECOMMENDATION 79-17: Superintendent Schnipke recommended the Board approve the creation of the Early Childhood Supervisor (CS-407) position effective October 24, 2017.

Mr. McPheron moved.

Ms. Montrose seconded

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

XII. Board Discussion

There will be two-hour Board training on Dec. 19, 2017 from 3:15-5:15. Dinner will be provided before the Board Meeting begins. The topic will be Strategic Planning Outcomes & Financial Planning with Kim Linkenhoker, consultant.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 6:59 p.m.

Ms. Montrose seconded the motion to adjourn.

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

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


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary