

December 22, 2015

- 112-15 Approval of the Agenda
- 113-15 Approval of the Minutes of the November 24, 2015 regular meeting
Concurrence with the payment of bills in November, pages 1-11, 13-15 and 17-32
Accept Personnel Report
Transfer of Joyce Diller from Secretary – CSS to Administrative Assistant – CSS Files
Transfer of Jana McVetta from Medicaid Quality Specialist to Support Services and Quality Manager
Transfer of Kristy Schweingruber from Service and Support Associate Supervisor to Service and Support Manager
Transfer of Esther Baldrige from Superintendent to Assistant Superintendent
Transfer of Brett Currens from part-time Help Me Grow (MIECHV) Home Visitor to a full-time Help Me Grow (MIECHV) Home Visitor
Transfer of Tammy Hern from full-time Cafeteria Worker to a part-time Cafeteria Worker
Transfer of Karen McCullough from Service and Support Associate to Medicaid Quality Specialist
Transfer of Jennifer Goins from Service and Support Associate to Service and Support Associate Supervisor
Transfer of Michelle Snyder from Investigate Agent/Community Outreach Coordinator to Service and Support Associate Supervisor
Retirement of Petrina Hanes as Secretary
Resignation of Pamela Grundisch as Day Service Assistant/Bus Aide
Approve the following Inspection Report
CORSA Risk Management Department – Building Inspection
- 114-15 Concurrence with the payment of bills in November, pages 12 and 33
- 115-15 Concurrence with the payment of bills in November, page 16
- 116-15 Approve the following Direct Service Contract
Innovative Opportunities
- 117-15 Approve the following Finance Actions:
Transfers
- 118-15 Approve the 2016 Budget
- 119-15 Approve the following Policy:
8.14 County Board Eligibility
- 120-15 Approve Transition Packages
- 121-15 Approve Offer to Retain Employees
- 122-15 Approve Transition Grant to Marimor Industries
- 123-15 Approve Non-Union Pay Increases

124-15 Approve the following Dues/Memberships:

Ohio Association of County Boards

Allen County Family and Children's First Council

Child Advocacy Center at Crime Victim Services

125-15 Commit Funding for Home and Community Based Services for 2016

126-15 Ratify Negotiated Agreement with MEA

127-15 Approve Fee to Close Wells Fargo H.S.A. Accounts

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

December 22, 2015

5:30 p.m. Regular Board Meeting

Administration Building

2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, December 22, 2015 in the administration conference room. President Fleming called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Patrick Conrath, excused	Mr. Martin Garlock, present	Mrs. Linda Lehman, yes
Mr. Robert McPheron, present	Ms. Phyllis Montrose, present	Mrs. Melissa Weaver, present
Mr. Thomas Fleming, 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: Kristy Schweingruber read the vision. She has worked for the Board for 16 years. She started as a Service and Support Associate (SSA) and was promoted to SSA Supervisor. She has recently been promoted again to SSA Manager. Kristy likes working with the people that we serve as well as the staff. Kristy stated that the Board has a great staff and it is a great organization to work for.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Executive session to discuss compensation of public employees.	Superintendent Schnipke
Ratify negotiated agreement.	Superintendent Schnipke
Fee to Close Wells Fargo H.S.A. Accounts	Superintendent Schnipke

RESOLUTION 112-15:

Mr. Garlock moved to approve the agenda.

Mr. McPheron seconded the motion to approve the agenda.

Mr. Garlock, yes	Mrs. Lehman, yes	Mr. McPheron, yes
Ms. Montrose, yes	Mrs. Weaver, yes	Mr. Fleming, yes

IV. Correspondence

Thank You email from Lisa Steinke, parent of Ian.
Appreciation for SSA Services from Jason Seggerson, Benchmark Human Services.

V. Hearing of the Public

VI. Reports

Vickie Cartwright presented the Staff Report on Trauma Informed Care. Trauma informed care is grounded in and directed by a thorough understanding of the neurological, biological, psychological, and social effects of trauma and the prevalence of these experiences in persons who need developmental disability services.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 113-15: Superintendent Schnipke recommended 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 November 24, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of November pages 1-11, 13-15 and 17-32.
- C. Accept Personnel Report
 - 1. Transfers
 - a. Joyce Diller transferred from a Secretary – CSS to an Administrative Assistant – CSS Files effective November 26, 2015 at an annual salary of \$30,000.
 - b. Jana McVetta transferred from a Medicaid Quality Specialist to a Support Services and Quality Manager effective November 26, 2015 at an annual salary of \$75,000.
 - c. Kristy Schweingruber transferred from a Service and Support Associate Supervisor to a Service and Support Manager effective November 26, 2015 at an annual salary of \$70,000.
 - d. Esther Baldrige transferred from Superintendent to Assistant Superintendent effective December 1, 2015 at annual rate of \$115,000.
 - e. Brett Currens will be transferring from a part-time Help Me Grow (MIECHV) Home Visitor to a full-time Help Me Grow (MIECHV) Home Visitor effective January 1, 2016 due to job abolishment from the October 27, 2015 Board Meeting.
 - f. Tammy Hern will be transferring from a full-time Cafeteria Worker to a part-time Cafeteria Worker effective January 1, 2016 due to reduction in hours from the November 24, 2015 Board Meeting.
 - g. Karen McCullough transferred from a Service and Support Associate to a Medicaid Quality Specialist at an annual salary of \$48,000 effective December 17, 2015.
 - h. Jennifer Goins transferred from a Service and Support Associate to a Service and Support Associate Supervisor at an annual salary of \$52,000 effective December 17, 2015.

- i. Michelle Snyder transferred from an Investigative Agent/Community Outreach Coordinator to a Service and Support Associate Supervisor at an annual salary of \$67,500 effective December 17, 2015.

2. Terminations

- a. Petrina Hanes will be retiring as a Secretary at Marimor School effective December 31, 2015.
- b. Pamela Grundisch will be resigning as a Day Services Assistant/Bus Aide effective January 6, 2015.

D. Approve Inspection Report

Type:	Building Inspection Report
Company:	CORSA Risk Management Department
Date:	May 15, 2015
Results:	Three recommendations
Corrective Action:	Completed

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

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

Mrs. Lehman, yes	Mr. McPheron, yes	Ms. Montrose, yes
Mrs. Weaver, yes	Mr. Garlock, yes	Mr. Fleming, yes

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 114-15: Superintendent Schnipke recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of November pages 12 and 33.

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

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

Mr. McPheron, yes	Ms. Montrose, yes	Mrs. Weaver, yes
Mr. Garlock, yes	Mrs. Lehman, yes	Mr. Fleming, abstain

SUPERINTENDENT’S RECOMMENDATION 115-15: Superintendent Schnipke recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of November page 16.

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

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

Ms. Montrose, yes	Mrs. Weaver, yes	Mr. Garlock, yes
Mrs. Lehman, yes	Mr. McPheron, yes	Mr. Fleming, abstain

ADJOURN INTO EXECUTIVE SESSION

Mr. Garlock moved to adjourn into Executive Session to discuss union negotiations and the compensation of public employees at 5:58 p.m.

Ms. Montrose seconded the motion.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into Regular Session at 6:25 p.m.

Mr. McPheron seconded the motion.

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

IX. Superintendent's Report

A. Administrative

- 1. Children's Services Report
- 2. Adult Services Report
 - Marimor Industries Financial Reports
- 3. Community Support Services Report
- 4. Human Resource Report and HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council – Met December 22, 2015

ETHICS COUNCIL RECOMMENDATION 116-15: The Ethics Council recommended and so moved that the following direct service contracts be approved:

<u>Provider</u>	<u>Contract Period</u>	<u>Rate</u>
Innovative Opportunities	1 year	\$18.00 per hour

Mr. McPheron moved.

Mr. Garlock seconded the motion of the Finance Committee.

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

B. Finance/Personnel Committee – Met December 18, 2015

Mr. Garlock reported that year-to-date revenue was 13.7 million dollars, which was \$115,400 under budget. Year-to-date expenditures were 12.8 million dollars, which was 2.7 million dollars under budget.

Mr. Garlock also stated that as of October 1st, The Billing Connection (TBC) is no longer doing any new billing for the Board. They are now just working on fixing and rebilling the errors. We have lost the ability to be reimbursed on some billings. This comes to approximately \$100,000. TBC is currently working with their insurance company to reimburse us for this lost revenue.

Mr. Garlock reported that the 4th draft of the 2016 Budget was reviewed by the Finance Committee. Transition packages for staff were included in this draft. 2016 will be a high expenditure year because of the transition. It will impact our carryover but the Board still should not need to go on the ballot for a levy for the next few years.

FINANCE COMMITTEE RECOMMENDATION 117-15: The Finance Committee recommended and so moved that the transfers be approved.

Mr. Garlock moved.

Ms. Montrose seconded the motion of the Finance Committee.

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

FINANCE COMMITTEE RECOMMENDATION 118-15: The Finance Committee recommended and so moved that the Board approve the 2016 Budget.

Mr. Garlock moved.

Mrs. Weaver seconded the motion of the Finance Committee.

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. Fleming, yes

C. Planning Committee

D. Policy Committee – Met December 22, 2015

This is a new policy and is prompted by changes in the Ohio Administration Code in 2015 allowing Boards of DD to use an alternative method to determine eligibility for County Boards of Developmental Disabilities services. In the past only the Ohio Eligibility Determination Instrument (OEDI) and the Children’s Ohio Eligibility Determination Instrument (COEDI) were used. Other assessments approved by the Ohio Department of Developmental Disabilities can now be used and they have approved the use of the new online Level of Care instrument that is used primarily for waiver enrollments. Specific board programs will continue to use additional eligibility criteria as established in policy for each of the program areas.

Effective January 2016, the Intake/Support Services Coordinators will use the same process we have always used for children birth through 9 years of age. However, for individuals 10 and above, they will administer the Level of Care supported by the Department online. (The process now also requires completion of a Clinician's Verification Form.) This will have time saving features in the process for the Intake/Support Services Specialists and SSAs as a person is set to enroll on a waiver. The SSAs will also then redetermine this eligibility annually once a person is enrolled on a waiver. The policy also states that all individuals age 10 and above, not on a waiver, will have his/her eligibility reviewed every three years. Prior to this policy we did not have a defined process for reviewing county board eligibility.

POLICY COMMITTEE RECOMMENDATION 119-15: The Policy Committee recommended and so moved that the Board approve Policy 8.14 County Board Eligibility.

Ms. Montrose moved.

Mrs. Lehman seconded the motion of the Policy Committee.

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Garlock, yes
Mr. Fleming, yes

XII. New Business

A. Transition Packages

SUPERINTENDENT RECOMMENDATION 120-15: Superintendent Schnipke recommended the Board approve the Transition Packages.

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

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

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

B. Offer to retain employees

SUPERINTENDENT RECOMMENDATION 121-15: Superintendent Schnipke recommended the Board approve the Retention Plan.

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

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

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

C. Transition Grant to Marimor Industries

SUPERINTENDENT RECOMMENDATION 122-15: Superintendent Schnipke recommended the Board approve the Transition Grant to Marimor Industries, Inc.

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

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

Mr. Garlock, yes	Mrs. Lehman, yes	Mr. McPheron, yes
Ms. Montrose, yes	Mrs. Weaver, yes	Mr. Fleming, yes

D. Non-Union Pay Increases

Due to having difficulty in attaining and retaining Service and Support Associates (SSA) we conducted a market survey and are adjusting the Salary Schedule accordingly for SSAs. Due to the Transition Packages being offered no staff receiving a Transition Package were recommended for a salary increase. All other non-union salary increases were reviewed.

SUPERINTENDENT RECOMMENDATION 123-15: Superintendent Schnipke recommended the Board approve the Non-Union pay increases.

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

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

Mrs. Lehman, yes	Mr. McPheron, yes	Ms. Montrose, yes
Mrs. Weaver, yes	Mr. Garlock, yes	Mr. Fleming, yes

E. Association and Membership Dues

The Association has again not increased their dues. This represents approximately ten years of a flat dues structure. The Family and Children First Council did raise their voluntary dues a year ago. In keeping with past practice, we contribute an additional \$300 due to their tight budget and the value we gain from FCFC. FCFC is also asking for a \$50 contribution to the fund that provides stipends for families who participate in FCFC. The Child Advocacy Center is in its second year. They provide Multi-Disciplinary Team oversight of child abuse and developmental disability criminal investigations, victim/survivor interviews, criminal case tracking and management, forensic medical exams, and training of partner and team members. This is a valuable service for our Board.

SUPERINTENDENT RECOMMENDATION 124-15: Superintendent Schnipke recommended the Board pay the 2016 Ohio Association of County Board Membership dues in the amount of \$21, 500, \$1,850.00 for the Allen County Family and Children’s First Council 2016 membership dues and \$4,000 for the Child Advocacy Center at Crime Victim Services.

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

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

Mr. McPheron, yes	Ms. Montrose, yes	Mrs. Weaver, yes
Mr. Garlock, yes	Mrs. Lehman, yes	Mr. Fleming, yes

F. Commit Funding for Home and Community Based Services for 2016.

Authorizations for waiver services held fairly steady again in 2015. Going forward in 2016 there are many changes we will see first, we no longer pay the match on Targeted Case Management. We will be reimbursed the non-federal match amount which is currently 62.51%. Also, as we transition individuals from the Board as the provider to Marimor Industries our Day Waiver and Non-Medical Transportation commitment will change significantly. The amount we will pay in 2016 will be dependent on the assessment of costs DODD completes in late June with all private providers. We will not have transitioned all the services to Marimor Industries by June 30, 2016. With this uncertainty we have estimated to the best of our ability.

SUPERINTENDENT RECOMMENDATION 125-15: The Superintendent recommends the Board commit \$1,325, 220.18 as payment for the non-federal share of Medicaid expenditures for home and community-based services during 2016, in accordance with §5126.0510 of the Ohio Revised Code to assure services will be available in a manner that conforms with all applicable state and federal laws. The Board will also pay associated fees as required by the State. 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 commitment assumes the continuation of \$2,271,423.00 in State allocation.

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

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

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Garlock, yes
Mr. Fleming, yes

G. Ratify Negotiated Agreement with MEA.

SUPERINTENDENT RECOMMENDATION 126-16: Superintendent Schnipke recommended the Board ratified the negotiated agreement with MEA.

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. Fleming, yes

H. Fee to Close Wells Fargo H.S.A. Accounts

Wells Fargo had notified the Board that they were going to start charging a monthly fee per person for our staffs Health Savings Accounts (H.S.A.). After checking with several banking institutions, it was decided to switch the H.S.A. accounts to Superior Credit Union. There is no fee at Superior for H.S.A. accounts. When Wells Fargo was told that the accounts were going to be closed, they stated that there was a closing fee of \$25.00 for each account. 127 employees currently have an H.S.A. account. The total cost is \$3,175.00.

SUPERINTENDENT RECOMMENDATION 127-16: Superintendent Schnipke recommended the Board pay Wells Fargo a total of \$3,175 to close the 127 H.S.A. accounts and to transfer the balances for each account to Superior Credit Union.

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. Fleming, yes

XIII. Board Discussion

Assistant Superintendent Baldrige stated that Board Members needed to finish their Board trainings. Next year Superintendent Schnipke will schedule the mandatory trainings before or after a scheduled Board meeting.

President Tom Fleming will get with the other Board Members for a committee to nominate officers for the next year. Committee assignments will also be set for the next meeting.

XIV. Other Items to Come Before the Board

XV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:53p.m.

Mrs. Lehman seconded the motion to adjourn.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Organizational Board Meeting
&
Regular Board Meeting
January 26, 2016
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801

Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary