March 22, 2016

29-16 Approval of the Agenda

30-16 Approval of the Minutes of the February 23, 2016 Regular Board Meeting
Concurrence with the payment of bills in February, pages 2-6, 8, 9, 12-14, 16-19, 21-24
Accept Personnel Report
Resignation of Shelly Burkhart as VR Contract Coordinator
Resignation of Tyler Schroeder as Job Developer
Transfer of Amy Clinger from Employment Services Training Coordinator to VR Contract Coordinator
Transfer of Jesse Frank from Employment Specialist to Employment Services Training Manager
Accept the following Inspection Reports
Ohio Department of Health – Marimor School Kitchen Inspection
Ohio Department of Commerce – Annual State Fire Inspection

31-16 Concurrence with the payment of bills in February, pages 1, 7, 10, 15 and 20

32-16 Concurrence with the payment of bills in February 11, 25 and 26, pages

33-16 Review of Direct Service Contracts

34-16 Approve Transfers

35-16 Accept the following Policy Actions
Policy 5.3.7 Employee Code of Ethics – Approved
Policy 5.3.13 Family Medical Leave – Approved

36-16 Approve Carry Over Contract with Marimor Industries, Inc.

37-16 Approve Recommendation for Disbursement of Buses

38-16 Approve Placing Items on GovDeals.net for Auction

39-16 Recommend a Contract with Heyne Construction be approved for the Renovations at the School

40-16 Approve Organization Changes

41-16 Approval to Ratify AFSCME Contract

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
March 22, 2016
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, March 22, 2016 in the Administration Board Room. President Fleming called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Patrick Conrath, present	Mr. Martin Garlock, present	Mrs. Linda Lehman, excused
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: Stathe Critchfield read the Vision. Stathe is 17 years old and has received our services since 2002. He is a student at Apollo where he studies Building Maintenance, which consists of construction, plumbing, electrical work etc. His home school is Elida and he will be graduating in 2017. Stathe has been enrolled on an Individual Options waiver since 2012. He was enrolled due to his grandparents' advancing age, medical needs and the assistance they needed to care for Stathe. He presently lives with his grandfather. Stathe also receives SSA services. His SSA is Becca Maenle and she accompanied Stathe. Becca has worked for our Board since the fall of 2015. She previously worked at the Hancock Co Board of DD. Becca is one of our two SSAs serving children.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 29-16:

Mr. Garlock moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

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

IV. Correspondence

V. Hearing of the Public

VI. Staff Reports- Jana McVetta, Support Services & Quality Manager, gave an update on Person Centered Planning & using the Imagine System. The SSAs started on a journey to convert to the Imagine system one year ago for Individual Planning. Person Centered Planning consists of having meaningful conversations with the people we serve and finding out what it important for them. We are currently only using a portion of the DODD System, Imagine, because we ran into some difficulties. The SSA's are working with the Discovery piece of Imagine and the rest is done in Word. The goal is have to have all the ISP's transitioned by the end of the year.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 30-16: 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 February 23, 2016 and the Organizational Meeting Minutes held on January 26, 2016.

B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of February pages 2-6, 8, 9, 12-14, 16-19, 21-24.

C. Accept Personnel Report

1. Terminations

a. Shelly Burkhart resigned as a VR Contract Coordinator effective March 9, 2016. Shelly has accepted a job at the Opportunities for Ohioans with Disabilities (OOD).
b. Tyler Schroeder resigned as a Job Developer effective March 14, 2016. Tyler has accepted a position at Clearwater COG.

2. Transfers

a. Amy Clinger transferred from an Employment Services Training Coordinator to a VR Contract Coordinator effective March 10, 2016 at an annual salary of $37,850.
b. Jesse Frank transferred from an Employment Specialist to the Employment Services Manager on March 10, 2016 at a salary of $37,500.

D. Inspection Reports

Type:	Marimor School Kitchen Inspection
Company:	Ohio Department of Health
Date:	March 11, 2016
Results:	One recommendation regarding a rust spot starting to form on the floor of the walk-in cooler floor.
Corrective Action:	Will be corrected by Maintenance.

Type:	Annual State Fire Inspection
Company:	Ohio Department of Commerce
Date:	March 10, 2016
Results:	Seven violations
Corrective Action:	1. Items removed from on top of a bookcase in a walkway b/t rooms. 2. Emergency light replaced. 3. Exit sign bulb replaced. 4. Extension cord removed from Music Room. 5. Replaced two older fire extinguishers with newer ones that meet rule requirement of being after 1984. 6. Sprinkler gauges checked and recalibrated. 7. Bean bags removed from ESC preschool rooms. Furthermore, there were two recommendations for disposing of excess storage at School and in Industries warehouse. A plan is in place for this correction.

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

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

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

VIII. Exception Agenda

A. Payment of Bills

SUPERINTENDENT'S RECOMMENDATION 31-16: 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 February, pages 1,7, 10, 15, 20.

Mrs. Weaver 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. Conrath, yes	Mr. Garlock, yes	Mr. Fleming, abstain

SUPERINTENDENT'S RECOMMENDATION 32-16: 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 February, page 11, 25, 26**.**

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

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

Ms. Montrose, yes	Mrs. Weaver, abstain	Mr. Conrath, yes
Mr. Garlock, 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
   - LODDI February meeting minutes January Financial Reports.
4. Human Resource Report and HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council- Met on March 22, 2016

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

ETHICS COUNCIL RECOMMENDATION 33-16: The Ethics Council recommended and so moved that the Board certifies the following Direct Service Contracts Involving Payment to Immediate Family Members of Eligible Individuals be approved.

Vendor	Relationship	Service
Nicole Runyan	mother	Family Support Services- gas card
Carol Glick	mother	Family Support Services- equestrian therapy
Rachel Huffman	mother	Family Support Services- gas card
Tameka White	aunt	Family Support Services- respite care
Martha Jenkins	grandmother	Family Support Services- respite care
Melissa Young	mother	Family Support Services- gas card
Janai Nichelle Lane	sister	Family Support Services- respite
Katie Cox	mother	Family Support Services- gas card
Jessica Sidener	mother	Family Support Services- gas card
Samantha Bullock	mother	Family Support Services- gas card

Mr. Conrath moved.

Mr. Garlock seconded the motion.

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

B. Finance Committee – Met March 18, 2016.

Mr. Garlock reported that the revenue was approximately 1.34 million dollars, which is about $236,000 over budget. Expenditures were approximately 2.1 million dollars, which was about $208,000 under budget. The Finance Committee discussed an issue that was currently being worked on. Two Early Intervention Specialists were set up in the wrong retirement system. They were set up in STRS instead of PERS. The money had to be transferred over to PERS plus PERS charged the Board $110,000 in interest. We currently have counsel working on trying to get the interest refunded from STRS.

The Billing Connection issue is still not resolved. They still owe the Board at least $75,000. Martha Nance, Director of Business, found more billing errors today. She did what billing she could but we will most likely have more lost revenue because of The Billing Connection.

FINANCE COMMITTEE RECOMMENDATION 34-15: The Finance Committee recommended and so moved that the transfers be approved.

Mr. Garlock moved.

Mr. McPheron seconded the motion of the Finance Committee.

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

C. Personnel Committee- Met on March 21, 2016.

For the past four months we have been analyzing the current organizational structure and planning for a restructure that will have two phases. The first phase will be effective June 1, 2016 and the second on July 1, 2016. We recognize that the transition of Adult Services and Transportation to an MII administration will have a significant impact on the workload and staffing needs for the Board Administration. In an effort to be fiscally minded we have decided to abolish the Human Resource Director position in favor of a leaner structure. Superintendent Schnipke recommended one position title change from Administrative Assistant-Fiscal/Technology to Human Resources (HR) Manager. This position will stay in the Business Office. This staff member has been completing many HR duties and will have several additional duties; however, she will also retain several present Business Office responsibilities. A few HR functions will also officially move to the Superintendent's Office. To adequately cover all that is needed regarding HR functions Superintendent Schnipke recommended the creation of one new position, an Administrative Assistant to the Superintendent so the Administrative Assistant that is shared between HR and the Superintendent can be full-time HR duties. To allow for this we are changing several duties for the other Administrative Assistant in the Business Office. We believe with all these responsibilities shifting we can improve our HR functions significantly. These changes will be effective June 1, 2016.

The second phase of this restructure involves not replacing the Director of Community Support Services when she retires this summer. This was a much harder decision to make given the extremely important role that the Community Support Services department plays in current and future board services. With the two current managers, we have decided we will form two separate departments, Service & Support Administration and Quality & Support Services. Superintendent Schnipke can also take a bigger role in these functions given her past position at the Board and the changes in the Board's administrative functions as listed above. To accomplish this we are recommending the creation of one Administrative Assistant- SSA. The current Administrative Assistant that is primarily used for individual filing/scanning will be moved to

the Superintendents office as the agency Records Clerk. She will handle not only filing/scanning for more than 600 individuals served by the Board but also official board documents for the Business office and the Superintendents office. These changes will be effective June 1, 2016.

On the Table of Organization we have added the six Transition Carry Over employees. These will not move until July 1, 2016. The total cost savings of this restructure is estimated to be $153,000.

Mr. McPheron stated that a 90 day review and a 6 month review will be conducted to ensure all jobs are covered adequately.

The vote was tabled so the Board could discuss in Executive Session.

Mr. Garlock Moved.

Ms. Montrose Seconded.

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

D. Planning Committee

E. Policy Committee - Met March 22, 2016

1. Approve New Policies

Policy 5.3.7 Employee Code of Ethics - The changes to this policy reflect the direction we were given regarding ORC §5126.031and in line with changes made in the Ethics Council the past two months. The policy revisions also reflect a significant change in the list of ethical issues v. what is appropriately listed in other policies, such as MUI. Due to opinions reviewed in the Ohio Ethics Commission material, amount and times that 'gifts' to public servants was also amended. The original policy was also provided as this was almost a complete rewrite.

Policy 5.3.13 Family Medical Leave - This policy was reviewed and rewritten by Board legal counsel to make sure that it aligned with federal law. Our practices have been correct. The original policy was also provided as this was a majority rewrite.

<u>POLICY COMMITTEE RECOMMENDATION 35-16</u>: The Policy Committee recommended and so moved that the Board approve Policy 5.3.7 Employee Code of Ethics and Policy 5.3.13 Family Medical Leave as presented.

Mrs. Weaver moved.

Ms. Montrose seconded the motion of the Policy Committee.

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

XII. New Business

A. Carry Over Contract with Marimor Industries, Inc.

To continue transition planning, a contract is required with Marimor Industries, Inc. specifying the Board will request for OPERS to deem which employees from Adult Services and Transportation will be Carry Over employees in accordance with §ORC: 145.01. The board will then make arrangements with the Allen County Auditor for the employer share of the retirement contribution to be paid to OPERS for the employees who elect to remain in OPERS.

SUPERINTENDENT RECOMMENDATION 36-16: Superintendent Schnipke recommended that the Board approve the PERS Carry Over Contract with Marimor Industries Inc.

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

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

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

B. Recommendation for Buses

The Allen County Schools are interested in accepting our buses after transition is complete on June 30, 2016 and grateful for the opportunity since they will begin transporting their children to our school beginning with the 2016-2017 school year. Superintendent Schnipke has discussed this with the Commissioners who also are supportive. They asked that we consider donating one to the RTA also. Lima City Schools has 20 children attending Marimor School so they will have a separate route dedicated to the transportation of our children. Superintendent Schnipke recommended the Board donate bus 18 to Lima City Schools. Then given the amount of transportation that the RTA provides they have chosen bus 22. For the remaining 9, Superintendent Schnipke will work with the Allen County Schools Superintendents at their monthly meeting to agree on a fair distribution. If any of the buses are not wanted by the schools, the ARC of Allen County would also accept a bus to replace the bus they contract with us each summer for camp. If any are remaining at this point Superintendent Schnipke recommended we ask the Commissioners for permission to sell on GovDeals.net as we have in the past following the procedures established by the County Commissioners.

SUPERINTENDENT RECOMMENDATION 37-16: Superintendent Schnipke recommended that Board request the Allen County Commissioners declare the items listed below as not needed for the public use for which it was acquired in accordance with ORC §307.12 and to allow the Allen County Board of Developmental Disabilities to distribute buses as listed above to other public entities in accordance with ORC §307.12(D).

BUS #	ID#	YEAR	SERIAL #	CHASSIS	BODY	SEATING	Condition	Mileage	Value
2	83416	1998	1HVBBABN9WH526293	INT	CARP	72	Good	135820	$2,000
					19/32 F 12/32 R		Goodyear 101 R 22.5		
5	13804	2002	4UZAAXBVO2CJ71895	Freightliner	Thomas	72	Good	7875	$2,500
					9/32 F 9/32 R		Mich 255/70/22.5		

6	13815	2002	4UZAAXBV22CJ71896	Freightliner	Thomas	72	Good	241087	$2,500
					14/32 F 19/32 R		Mich 255/70/22.5		
7	85630	1999	1HVBBABN2XH229755	INT	B.B.	72	Fair	177266	$2,500
					20/32 F 15/32 R		Mich 255/70/22.5		
9	80626	1997	1FDXB80CXVVA13054	FORD	THOMAS	72	Fair	136336	$1,500
					9/22 F 9/32 R		Mich 255/80/22.5		
10	85903	1999	1HVBBABN4XH229756	INT	B.B.	72	Fair	204139	$2,500
					19/32 F 18/32 R		Mich 255/70/22.5		
16	23781	2007	1BAKGCKA38F245311	INT.	B.B.	72	Good	124419	$6,000
					12/32 F 13/32 R		Mich 255/70/22.5		
17	23782	2007	1BAKGCKA58F245312	INT.	B.B.	72	Good	121320	$6,000
					11/32 F 17/32 R		Mich 255/70/22.5		
18	8568	2012	1BAKGCPA3CF28863 1	Blue Bird	BB	72	Good +	34417	$43,375
					15/32 F 17/32 R		Mich 255/70/22.5		
21	2373	2010	1BAKGCPA3AF267551	Blue Bird	B.B.	72/35	Good +	104846	$21,500
					13/32 F 12/32 R		Mich 255/70/22.5		
22	2372	2010	1BAKGCPA5AF267552	Blue Bird	B.B.	72/35	Good +	78853	$24,500
					13/32 F 14/32 R		Mich 255/70/22.5		

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

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

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

C. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 38-16: Superintendent Schnipke recommended that Board request the Allen County Commissioners declare the items listed in 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.

DESCRIPTION

9 Cell Phones - Style - Samsung Convoy 3
22 Cell Phones - Style - Samsung Convoy 3
6 Cell Phones - Style - Samsung Convoy 2
5 Cell Phones - Style - LG Revere
8 Cell Phones - Style - LG 2
2 Cell Phones - Style - Droid Max

2 Otterbox Cell Phones Cases
1 Otterbox Cell Phones Cases
7 Belkin Cell Phone Cases
6 Misc Style Cell Phone Cases
2 cell phone plastic clip holders

7 Standard Desk Phones
1 Basic Desk Phone
3 extra Handsets
Misc Cords

Mr. Garlock moved.

Mr. McPheron seconded.

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

D. Recommend a Contract be Awarded to Heyne Construction for Renovations at the School

Bids were opened on Tuesday March 22, 2016 at 2:00 p.m. at the Allen County Commissioner's Office. Six bids were received. The total cost of the project was estimated to be $232,131. The lowest bidder was Heyne Construction from Minster. Their base bid was $157,500. There was one change added to upgrade the HVAC system at the school. The cost of doing this is $30,400. The total cost of the project without the architect fees and the cost of the new furniture for the three renovated rooms will be $187,900

SUPERINTENDENT'S RECOMMENDATION 39-16: Superintendent Schnipke recommended the Board recommend the Allen County Commissioners enter into contract with Heyne Construction for the renovation of three classrooms at the school to office space as follows:

Base Bid:	$157,500
Alternate #1	$ 30,400
TOTAL	$187,900

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

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

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

XIII. Board Discussion

A. Strategic Plan Progress 2015 and Amendments for 2016 ,

Strategic Plan: ACBDD Annual Progress Report- Second Half 2015 Updates
Strategic Plan: ACBDD Annual Plan Amended Action Steps for 2016

XIV. Other Items to Come Before the Board

Adjourn into Executive Session to discuss AFSCME Negotiations and Personnel Issues.

Mr. McPheron moved to adjourn into Executive Session to discuss AFSCME negotiations at 6:43 p.m.

Mr. Garlock seconded the motion to adjourn into Executive Session.

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

RECONVENE INTO REGULAR SESSION

Mr. McPheron moved to reconvene into Regular Session at 7:11 p.m.

Mr. Conrath seconded the motion to reconvene into Regular Session

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

PERSONNEL COMMITTEE RECOMMENDATION 40-16: The Personnel Committee recommended and so moved that the organizational changes, including the abolishment of the Director of Human Resources position, the addition of two Administrative Assistant positions and other changes as listed below be approved. Furthermore, the personnel committee recommended and so moved the Board approve the salary changes due to the change in job responsibilities and re-graded positions**.**

Job Code	Position Title	Job Description Changes
AD-600	Superintendent	Added duties regarding Complaint Resolution, Discipline and Labor. Will supervise the Director of Quality and Support Services, SSA Director & Administrative Assistant- Supt.
AD-203	Administrative Assistant-Supt	New position that will supervise the Records Clerk and oversee the duties of record retention for all Board services. Will support the work of the Superintendent's office such as with board policy, certification, HIPAA, public relations and general agency administration.
AD-205	Records Clerk	Changed title from Administrative Assistant in the Community Support Services Department to better align with the duties of scanning individual files. Adding the scanning for the other Administrative functions in the Superintendent and Business Office.

SC-500 – AD-501	Director of Community Support Services	Moved on TO to Administration. Position will support the Superintendent and the CSS Department transition until retirement. Position will then be abolished.
SC 207	Administrative Assistant - Service and Support Administration	New Position – Provides critical support to SSA Director and SSA staff. Assumes some of the duties previously held by Admin Asst – CSS. Added responsibility for vehicle scheduling and related tracking.
SC-408 to QS 408	Director of Quality and Support Services	Title change. Re-graded with duties from the Director of Community Support Services (CSS). Department/location changed to Quality and Support Services Department and will now report directly to the Superintendent. Duties added include serving as liaison to LODDI, supervision of the Family Support Services program, policy development, oversight of HCBS waiver administration to include budgeting of authorizations and match dollars, management of the residential services fund, supervision of TCM billing and significantly increased responsibility for fiscal controls. Deleted supervision of Intake/Support Services Coordinators. Added supervision of Admin Assistant, Secretary of FSS, Medicaid Services Specialist and Community Based Specialist.
SC-308 to QS-308	Medicaid Services Specialist	Moved to the Quality and Support Services Department under the supervision of the Director of Quality and Support Services. Removed reference to providing support to the Director of CSS.
SC-406	SSA Director	Title changed. Department/Location changed to Service and Support Administration reporting directly to the Superintendent. Re-graded with duties from Director of CSS. Moved Intake/Support Services Coordinators under this position. Added supervision of one Scanner/SSA Support – transition carry-over staff person. Added budgetary responsibility for the SSA Department and Medicaid Waiver authorizations. Position now includes serving as representative to Intersystems Committee of FCFC and budgetary responsibility for shared funding agreements. Chairs Waiting List Committee.

SC-305	Service & Support Associate	Changed Department/Location to Service and Support Administration.
SC-307	Service & Support Associate - Children	Changed Department/Location to Service and Support Administration
SC-402	SSA Supervisor	Changed Department/Location to Service and Support Administration. Changed title of supervisor to Director instead of Manager.
SC- 302	Intake/Support Services Coordinator - Dunbar	Moved under SSA Director working in the Service and Support Administration Department. Added duty of assisting in coordination and implementation of the Good Life.
SC-312	Intake/Support Services Coordinator - Miller	Moved under SSA Director working in the Service and Support Administration Department.
SC- 204 to QS-204	Secretary (Family Support Services)	Moved to the Quality and Support Services Department under the supervision of the Director of Quality and Support Services. Changed references regarding departmental duties to Quality and Support Services.
SC-314 to QS-314	Medicaid Quality Specialist	Moved to the Quality and Support Services Department under the supervision of the Director of Quality and Support Services. Removed reference to providing back up to the Director of CSS.
SC-311 to QS-311	Investigative Agent/Community Outreach Specialist	Moved to the Quality and Support Services Department under the supervision of the Director of Quality and Support Services.
SC-310 to QS-310	Investigative Agent	Moved to the Quality and Support Services Department under the supervision of the Director of Quality and Support Services.
SC-306 – QS-306	Behavior Support Specialist	Changed title of department/location and title of supervisor.
SC-206 to QS-206	Administrative Assistant - Quality and Support Services	Moved to Quality and Support Services Department. Re-graded due to additional duties, including responsibility for all processes related to the Medicaid billing for Targeted Case Management. Further detailed duties regarding fiscal responsibilities of the position including assessment of cost reports, all billing for shared funding and review of utilization, etc.

AS-114 to QS-410	Transition Carry-over Employee – Community Based Specialist	Carry-over position from Adult Services. Changed Department/Location to Quality and Support Services. Changed supervisor. Removed references to Adult Services and did some minor changes in wording.
SC-205	Transition Carry-over Employee – Scanner/SSA Support	Newly created carry-over position. Provides scanning throughout the organization and support to SSA staff. Department/Location is SSA report to the SSA Director.
AD-502	Director of Business	Changed title of those supervised and duties related to HR functions being under this position.
AD-202	Human Resources Manager	Title Changed from Administrative Assistant-Fiscal - re-graded with duties from HR Director. Will supervise Administrative Assistant- HR. Develops/implements policies/procedures, goals/objectives, staff training/development, monitors credentials/certification and designs/implements employee performance feedback system. Contact for most HR functions such as FMLA, Payroll, Workman's Comp, Hiring/Retention.
		Abolished Admin Asst - Fiscal/Business
AD-208	Administrative Assistant- HR	Title changed - removed some duties related to assisting the Supt., added some duties related to the Business Office for Internal Control purposes.
AD-204	Administrative Assistant- Business	Changed title from Administrative Assistant - Business - re-graded with duties from Administrative Assistant - Fiscal/Technology such as Technology Support & Backup duties and TXX Billings. Moved duties from Medicaid Billing Specialist related to MAC RMTS Assistant Coordinator. Moved off webmaster, HIPPA Privacy Officer and ordering supplies for Administration.
AD-203	Technology Coordinator	Added maintaining the software for the fuel pump from Transportation and added performs various mechanical, technical and clerical work related to the telephone system from the Administrative Assistant - Fiscal/Technology position.

AS-426 to AD-307	VR Contract Service Supervisor	Changed supervisor to Director of Business and updated education requirements according to OOD. Changed hours to flexible. Changed Primary Job Code.
AS-306 to AD-209	VR Contract Coordinator	Changed hours to flexible and changed Primary Job Code.
AS-306 to AD-209	VR Contract Coordinator	Changed hours to flexible and changed Primary Job Code.
AD-207	Transition Carry-over Employee - Artability	Changed Title to Transition Carry-over and changed supervisor to Director of Business
AD-200	Transition Carry-over Employee - Vehicle Maintenance	Changed Title to Transition Carry-over and changed supervisor to Director of Business
CS-207	Transition Carry-over Employee - School/Custodial	Changed Title from Non-CDL Driver to Transition Carry-over and changed supervisor to Director of Education
CS-207	Transition Carry-over Employee - School/Custodial	Changed Title from Non-CDL Driver to Transition Carry-over and changed supervisor to Director of Education
AD-206	(PT) Billing Clerk / Fiscal Support	Abolish 6/30/16
AD-501	Director of Comm. Support Services	Abolish - 9/1/16
AD-306	Medicaid and Billing Specialist	Abolish 6/30/16
AD-500	Human Resources Director	Abolish 3/22/16

Mr. Garlock moved.

Mrs. Weaver seconded the motion of the Planning Committee.

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

SUPERINTENDENT RECOMMENDATION 41-16: Superintendent Schnipke recommended to ratify the Negotiated Agreement with Local 1770/Chapter C/Council 8 of the American Federation of State, County and Municipal Employees, AFL-CIO effective February 1, 2016 through January 31, 2019.

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. Conrath, yes	Mr. Garlock, yes	Mr. Fleming, yes

XV. Adjournment

Ms. Montrose moved to adjourn the meeting at 7:22 p.m.

Mr. Conrath seconded the motion to adjourn.

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

Regular Board Meeting
May 24, 2016
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801

_____ _____

Chris Calvelage, Clerk | Phyllis Montrose, Recording Secretary