

October 27, 2015

90-15 Approval of the Agenda

91-15 Approval of the Minutes of the September 22, 2015 regular meeting  
Concurrence with the payment of bills in September pages 2-10, 12-14, 16, 18-25, and 27-34  
Accept Personnel Report

Hire of Kateri Kenney as Part Time Employment Specialist

Hire of Andrew Wilker as Medicaid and Billing Services Specialist

Transfer of Amanda Fox from Part-Time Assistant to Day Services Assistant/Bus Aide

Transfer of Tammy Price from Part-Time Assistant to Day Services Assistant/Bus Aide

Resignation of Tricia Moore as a Day Services Assistant/Bus Aide

Resignation of Amy Riggs as Part-Time Employment Specialist

Lay off of Jeannie Niles as an Educational Aide

Retirement of Marilyn Reser as a Day Services Specialist

Accept the following Inspection Reports

Petroleum Underground Storage Tanks Release Compensation Board – Underground Storage Tank

Brumbaugh-Herrick, Inc. – 3-Year Asbestos Reinspection

Allen County Health Department – School Food Service Inspection

92-15 Concurrence with the payment of bills in September, pages 1, 11, 17, and 26

93-15 Concurrence with the payment of bills in September, page 15

94-15 Approve the following Direct Service Contract:  
Goodwill Easter Seals

95-15 Approve the following Finance Actions:  
Intra-Fund Transfers

96-15 Approve the following Policies:  
Policy 4.12 Vehicle Operating Policy  
Policy 5.2.15 Calamity Days  
Policy 8.1.6 Employment First  
Policy 8.1.8 Help Me Grow  
Policy 8.1.9 Early Intervention

97-15 Approve the following Position Changes

1 Speech/Language Therapist	CS-309	Abolish Effective Immediately
1 HMG (MIECHV) Home Visitor (Part-Time)	HG-312	Abolish 12/31/15
1 HMG (MIECHV) Home Visitor	HG-110	Create Effective 01/01/16
1 Support Services and Quality Manager	SC-408	Create Effective Immediately
1 SSA Supervisor	SC-402	Create Effective Immediately
1 Administrative Assistant	SC-208	Create Effective Immediately
1 Medicaid Services Specialist (SC-308) to become a Medicaid Quality Specialist (SC-314)		Effective Immediately

Modify the following positions:  
Director of CSS – SC-500

SSA Manager – SC-406  
SSA Supervisor – SC402  
Investigative Agent/Community Outreach Coordinator – SC-311  
Investigative Agent – SC-310  
Behavior Support Specialist – SC-306  
Intake/Support Services Coordinator – SC-302  
Administrative Assistant – SC-206

- 98-15 Appoint Theresa Schnipke to the position of Superintendent effective December 1, 2015
- 99-15 Approve Contract for Occupational and Physical Therapy with Lima Memorial Hospital
- 100-15 Approve Items to be Sold on GovDeals.net

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

October 27, 2015

5:30 p.m. Regular Board Meeting

Administration Building

2550 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, October 27, 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, present at 5:35 p.m. Mr. Martin Garlock, present Mrs. Linda Lehman, present  
Mr. Robert McPheron, present Ms. Phyllis Montrose, 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: Mondy Fisher read the vision. He receives services from the Board. Ashtyn Kill, his SSA, accompanied him. Mondy works for Marimor Industries and lives with his family. His favorite thing about working for Marimor is making money. In his free time, he likes to play games and watch television. The Board asked Mondy if anything should be done differently with the services he receives. Mondy replied that he likes everything and nothing needs to change. Mondy’s mother, Mosezella Fisher, stated that she is very thankful for the programs Marimor offers to Mondy. Mondy has made a lot of friends at Marimor and in the community since moving back to Ohio three years ago. Mosezella also stated that Ashtyn does a very good job as Mondy’s SSA. She stays on point with everything and always finds the answers to all of their questions.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Approve Items for Auction

Superintendent Baldrige

RESOLUTION 90-15:

Mr. Garlock moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Fleming, yes

IV. Correspondence

V. Hearing of the Public

Jenny Bailey asked the Board if there was any new information on the privatization of Marimor. She also asked if any severance packages would be issued to staff. She also stated that staff are concerned about losing the sick leave time they have accumulated over the years.

Superintendent Baldrige stated that the Board is hoping to have some of these questions answered by the end of the year and that the Board would not be providing Medicaid services by the end of 2016.

Reports – Melissa Selhorst and Jana McVetta talked with the Board about Imagine. They gave an overview of our new Imagine ISP and then talked about Imagine IS which is the computer software from DODD. The implementation of both has caused challenges. Melissa and Jana discussed the changes in the planning process. The plans are now more detailed to each individual and they are based on what is important to each individual. The plans are more detail oriented and the individuals have a lot more input on the things in their life. Overall everyone is enjoying the process. The planning meetings take longer but the outcomes are well worth the time. Mrs. Lehman stated that the process is now four to five hours instead of one hour. Her daughter has embraced the process because it is about her needs and her concerns. Theresa Schnipke stated that the staff are learning a lot about each individual and that the providers are also very involved in the process. It will take about a year to get everyone set up on Imagine.

VI. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 91-15: Superintendent Baldrige 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 September 22, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of September pages 2-10, 12-14, 16, 18-25, and 27-34.
- C. Accept Personnel Report
  - 1. New Hires
    - a. Kateri Kenney was hired as a Part Time Employment Specialist effective September 15, 2015 at an hourly rate of \$12.40.
    - b. Andrew Wilker was hired as a Medicaid and Billing Services Specialist effective October 1, 2015 at an annual salary of \$55,000.
  - 2. Transfers
    - a. Amanda Fox transferred from a Part-Time Assistant to a Day Services Assistant/Bus Aide effective September 28, 2015 at the same AFSCME Salary Step.

- b. Tammy Price was transferred from a Part-Time Assistant to the position of Day Services Assistant/Bus Aide p.m. effective October 19, 2015 remaining at her current step on the AFSCME salary schedule.

3. Terminations

- a. Tricia Moore resigned as a Day Services Assistant/Bus Aide effective September 25, 2015.
- b. Amy Riggs resigned as a Part-Time Employment Specialist effective September 23, 2015.
- c. Jeannie Niles was laid off as an Educational Aide effective October 7, 2015 due to job abolishments at the September Board meeting.
- d. Marilyn Reser will be retiring as a Day Services Specialist effective November 30, 2015.

D. Accept Inspection Reports

Type: Underground Storage Tank  
 Company: Petroleum Underground Storage Tank Release Compensation Board  
 Dates: June 30, 2015  
 Results: In Compliance  
 Corrective Action: N/A

Type: 3-Year Asbestos Reinspection  
 Company: Brumbaugh-Herrick, Inc.  
 Dates: September 10, 2015  
 Results: In Compliance  
 Corrective Action: N/A

Type: School Food Service Inspection  
 Company: Allen County Health Department  
 Dates: October 8, 2015  
 Results: In Compliance  
 Corrective Action: N/A

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

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

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

VII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 92-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of September, pages 1, 11, 17, and 26.

Ms. Montrose 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	Mr. Conrath, yes
Mr. Garlock, yes	Mrs. Lehman, yes	Mr. Fleming, abstain

SUPERINTENDENT’S RECOMMENDATION 93-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of September, page 15.

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

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

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

VIII. 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

IX. Old Business

X. Committee Reports

A. Ethics Council – Met October 27, 2015

ETHICS COUNCIL RECOMMENDATION 94-15: The Ethics Council recommended and so moved that the Board approve the following direct service contract:

<u>Provider</u>	<u>Contract Period</u>	<u>Rate</u>
Goodwill Easter Seals	1 year	\$18.64 per hour \$ 0.45 per mile

Mr. McPheron moved.

Mr. Garlock seconded the motion of the Ethics Council.

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

B. Finance/Personnel Committee – Met October 23, 2015

Mr. Garlock reported that the year-to-date revenue was almost 12 million dollars. Real Estate and Personal Property Taxes have been higher than anticipated; however, Medicaid payments are still behind. Year-to-date expenditures were approximately 10.5 million dollars. Each department is under budget but this is mainly because of timing issues.

Mr. Garlock stated that The Billing Connection (TBC) has been handling our Medicaid billing. We have not been happy with their services. They have not only been billing late, but we have discovered that they have missed billing items and it is past the time that we can bill for what was missed. TBC has verbally told Martha Nance, Director of Business, and Superintendent Baldrige that they would reimburse us for the lost revenue. We now have a person on staff that will handle the Medicaid billing. We will need to work with TBC for another three to four months to correct all of the past issues.

The Finance Committee also discussed the 2<sup>nd</sup> Draft of the 2016 Budget. A lot more changes will be forthcoming in the next two drafts.

FINANCE COMMITTEE RECOMMENDATION 95-15: The Finance Committee recommended and so moved that the following transfers be approved:

Intra-Fund Transfers

From 20020131 310002 General Fund, Plant Maintenance, Utilities – Electric  
To 20020131 330610 General Fund, Plant Maintenance, Repairs – Building and Grounds  
\$3,000 to cover costs higher than anticipated

From 90090121 211000 General Fund, Help Me Grow, Office Supplies  
To 90090121 219099 General Fund, Help Me Grow, Sundry Supplies  
\$1,500 to cover costs to the end of the fiscal year

From 90090121 216060 General Fund, Help Me Grow, Ohio Children’s Trust Fund Supplies  
To 90090121 219099 General Fund, Help Me Grow, Sundry Supplies  
\$1,500 to cover costs to the end of the fiscal year

From 20771631 390998 Residential Services, Medicaid and Stabilization Fund  
To 20771641 340418 Residential Services, Room and Board  
\$5,000 to cover costs higher than anticipated

Mr. Garlock moved.

Mr. McPheron seconded the motion of the Finance Committee.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Fleming, yes

C. Planning Committee

D. Policy Committee – Met October 27, 2015

Some modifications were made to the Vehicle Operating Policy. The Policy now indicates we can enter into an agreement with employees of a contract agency to allow them to drive agency vehicles if they comply with all of the requirements we impose on our own staff. The policy had directed employees to provide first aid to victims in the case of an accident. We have changed policy to only direct them to call the rescue squad. If they are trained in CPR and First Aid, we would expect they might assist, however by not directing them to do so lessens the Board's liability. There has been confusion regarding when employees must report problems with their driving record to the Board. We are now recommending the policy require employees to report when they have four or more points on their driving record. We're also noting in policy that we pull driving abstracts on all employees annually.

Because the Ohio Department of Education has switched to hours of instruction instead of days of instruction, they are no longer granting calamity days. Our non-union policy referenced days approved by ODE as calamity. Therefore, we needed to revise the policy to acknowledge that there still will be days when the agency has to close and to designate how we will handle staff who are unable to work on their scheduled days.

The Employment First policy was written from a provider viewpoint rather than a Board viewpoint originally. That has been changed. Items that were not required by rule have been removed.

The Help Me Grow policy was modified to be in accordance with changes in Department of Health policy. The out-of-state transfers were clarified. Some eligibility processes were modified. The Department of Health had eliminated some forms, so they were removed from policy. The missed appointment policy was modified.

The Early Intervention policy was revised. Primary changes revolve around the missed appointment policy. Since a family can re-enter Early Intervention whenever they want, it made sense to be firmer about missed appointments. Attendance records are no longer applicable now that we don't provide classroom instruction for birth to three. The transition planning was updated to be compliant with rule. The caseload management was modified to reflect current practice.

POLICY COMMITTEE RECOMMENDATION 96-15: The Policy Committee recommended and so moved that the Board approve the following revised policies:

Policy 4.12	Vehicle Operating Policy
Policy 5.2.15	Calamity Days
Policy 8.1.6	Employment First
Policy 8.1.8	Help Me Grow
Policy 8.1.9	Early Intervention

Ms. Montrose moved.

Mrs. Lehman seconded the motion of the Policy Committee.

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



ADJOURN INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUES

Ms. Montrose moved to adjourn into Executive Session to discuss compensation of a public employee at 6:18 p.m.

Mr. Conrath seconded the motion.

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mr. Conrath moved to reconvene into Regular Session at 6:45 p.m.

Ms. Montrose seconded the motion.

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

XI. New Business

A. Abolish, Modify and Create Positions

We have had a vacant Speech/Language Therapist position at the school for many years. We contract for some services and have one Therapist on staff. At this point, Peggy Cockerell, Director of Education, recommended we abolish the vacant position.

Due to an increase in funding of the MIECHV Home Visiting program, we are able to move a part-time home visitor position to full-time. The person currently in the part-time position is willing to move to full-time.

With the changes that are occurring within our organization, such as person centered planning, it is necessary to reorganize our Community Support Services department. We will eliminate one Medicaid Specialist position and modify it to a Medicaid Quality Specialist position. We will add a manager position to take over all ancillary services. Additionally we will add another SSA Supervisor so that more of the actual plan review and authority rests with the supervisor. We are also proposing a change in one secretary position to an administrative assistant position due to the increase in workload and scope. The new position will be posted and the secretary will be eliminated when it is vacant.

<b>Position</b>	<b>Change</b>
Director of CSS – SC-500	Changes made to Job Scope and duties to align with new Table of Organization. Added supervision of all TCM billing. Expanded duties around provider recruitment to support benchmarks established by the Board. Added Intersystems/FCFC duties and housing liaison as well as participation in Disability Housing Network activities. Amended employees supervised to align with new TO.

Support Services and Quality Manager – New Position SC-408	Completely new position. Responsible for all ancillary services including Behavior Support, Intake/Support Services. Heavy emphasis on quality and compliance. Supervises Investigative Agents and the revised/amended Medicaid Quality Specialist position which is almost completely revised to focus on quality and compliance. Responsible for maintenance and enhancement of Provider Pool as we seek to increase supports to meet benchmarks and expand choices. Responsible for all provider compliance activities.
SSA Manager – SC-406	Added supervision of additional SSA Supervisor. Removed supervision of Behavior Support Specialist. Added person centered planning language and training of staff in AAI and ODDP. Added review and approval of Prior Authorizations. Changed Employees Supervised to align with new TO.
SSA Supervisor – SC-402	Minor changes related to person centered planning language, adding coordination with Quality Support Specialist and work with revised Level of Care process. Can now approve plans and additional authorizations up to \$5,000.00.
Medicaid Quality Specialist – New Position SC-314	This position has changed considerably to focus on quality and compliance. Will be assuming provider compliance reviews as our number of assigned reviews continues to increase. This will at some point include monitoring of other adult services programs. Will be responsible for quality/compliance of TCM notes. Will provide ongoing review of Medicaid Administration activities in accordance with accreditation standards. Will assist SSA staff with Medicaid denials and appeals. Will coordinate the RN Medication Administration QA activities.
Investigative Agent/Community Outreach Coordinator - SC – 311	Minor changes – primarily changed supervisor’s title.
Investigative Agent – SC-310	Minor changes – primarily changed supervisor’s title. Provider compliance activities have remained, but will likely be removed or much less emphasis once we have staff hired, trained and dedicated to those activities.
Behavior Support Specialist – SC-306	Minor changes – primarily changed supervisor’s title.
Intake/Support Services Coordinator – SC-302	Minor changes – primarily changed supervisor’s title.
Administrative Assistant – (Formerly Secretary) SC-208	Requesting that this secretarial position be changed to Administrative Assistant. Position has grown significantly in scope. Responsible for maintenance of files for more than 600 individuals. This position is now also responsible for tracking and maintaining data for more than 500 individuals on the waiting list for services.
Administrative Assistant – SC-206	Expanded role in the billing of Targeted Case Management (TCM). Also more duties around monitoring of utilization of waiver authorizations and bills cost share agreements. Manages all document storage and destruction processes.

SUPERINTENDENT RECOMMENDATION 97-15: Superintendent Baldrige recommended that the Board abolish the following positions:

1	Speech/Language Therapist	CS-309	Effective Immediately
1	HMG (MIECHV) Home Visitor (Part-Time)	HG-312	Effective 12/31/15

Superintendent Baldrige recommended the Board create the following positions:

1	HMG (MIECHV) Home Visitor	HG-110	Effective 01/01/16
1	Support Services and Quality Manager	SC-408	Effective Immediately
1	SSA Supervisor	SC-402	Effective Immediately
1	Administrative Assistant	SC-208	Effective Immediately

Superintendent Baldrige further recommended the Board modify the following positions as described above:

- One Medicaid Services Specialist (SC-308) to become a Medicaid Quality Specialist (SC-314) effective immediately
- Director of CSS – SC-500
- SSA Manager – SC-406
- SSA Supervisor – SC402
- Investigative Agent/Community Outreach Coordinator – SC-311
- Investigative Agent – SC-310
- Behavior Support Specialist – SC-306
- Intake/Support Services Coordinator – SC-302
- Administrative Assistant – SC-206

Ms. Montrose 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

Mr. Conrath, yes

Mr. Garlock, yes

Mrs. Lehman, yes

,Mr. Fleming, yes

B. Appoint New Superintendent

BOARD MEMBER RECOMMENDATION 98-15: The Board considered the option of sharing a Superintendent with another county, however, the Board has determined that would not be in the best interests of the people served in Allen County. Mr. Garlock moved to appoint Theresa Schnipke to the position of Superintendent effective December 1, 2015 in accordance with the proposed contract.

Mr. Garlock moved.

Mrs. Lehman seconded the motion to accept the recommendation.

Ms. Montrose, yes

Mr. Conrath, yes

Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Mr. Fleming, yes

C. Approve Contract for Occupational and Physical Therapy

Lima Memorial has been providing occupational and physical therapy for us for a number of years. They are not proposing a rate increase this year other than mileage. That is going from \$0.56 to \$0.575 per mile.

SUPERINTENDENT RECOMMENDATION 99-15: Superintendent Baldrige recommended that the Board renew the Occupational and Physical Therapy Services Agreement with Lima Memorial Hospital effective August 1, 2015 at a rate of \$62 per hour for services provided and \$0.575 per mile when travel is required.

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

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

Mr. Conrath, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

D. Approve Items to Be Sold on GovDeals.net

SUPERINTENDENT'S RECOMMENDATION 100-15: Superintendent Baldrige recommended the Board recommend the Allen County Commissioners declare the following items to be 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
137	8' Table - Heavy Duty
141	Fold a leg heavy duty table
182	Keyboard wrist pad
184	Keyboard wrist pad
254	Chair
465	rolling desk chair
473	Cooler Fan originally said 472 but MF said actually 473
484	Burgundy Cloth desk chair
694	Cabinet - Gray
20680	Metal Desk
20837	Desktop bookcase
21430	John Deere leaf blower
21536	Chair
21537	Chair
21828	4 dr brown lateral file
21882	GE AM/FM Radio Cassette Recorder
22351	Wooden play stove/sink
22352	Wooden play refrigerator
22357	Child's wooden cabinet
22740	Maytag Dryer
22767	4 drawer file cabinet
23419	Burgundy Cloth desk chair
23702	Blue Cloth Desk chair
24414	Edmark Grocery words 1 & 2

24415 Edmark Grocery words 1 & 2  
 24838 Refrigerator  
 25737 Rolling Desk Chair  
 25806 Viewsonic Monitor - Actually a Dell per Mike F  
 25819 IntelliKeys USB Keyboard  
 25883 Maytag Dryer  
 26230 Fisher & Paykel Washer  
 26294 IntelliKeys USB Keyboard  
 26396 Phonics Street Kit  
 26776 Orange chair  
 26820 Child Size Computer Desk  
 26823 Preschool computer cart  
 27074 Privacy Screen Blue/White  
 27900 Maytag Washer

NN Blender - Vitamix  
 NN Books - 1 box  
 NN Books - 1 box  
 NN Bookshelf - 2 shelf black  
 NN Bulbs for projectors  
 NN Bulletin Board supplies - box misc  
 NN Cabinet - 2 door Tan  
 NN Carrier Air Handler - 8 ton HVAC unit - 1 compressor bad  
 NN CD's & Computer games - Various  
 NN Chair - Burgandy Desk w/black arms  
 NN Chair - child's wooden  
 NN Charger System for WII remotes - Energizer - doesn't work  
 NN Charger/Docking Station - iHome P41 - doesn't work  
 NN Coffee carage  
 NN Computer Monitor NEC C700  
 NN Computer Monitor Viewsonic  
 NN Cots - 4 blue preschool size  
 NN Craft Items/Wedding Decorations - 1 box  
 NN Die Cut Roller Tray - Mark IV  
 NN Easel - folding  
 NN File Cabinet - 2 dr black  
 NN Letters - Foam  
 Office Supply - Misc Variety - stacking trays, clipboards, 2 lock boxes, wall tray,  
 binders, manilla folders, corrugated paper, roll of kraft paper, roll of gift wrap,  
 NN box of misc office supplies  
 NN Office type items - box misc  
 Picture Communication Symbols - 1998, 2000, 2002, & 2004 Addendums - 2  
 NN CD's and One book  
 NN Pillow (child), bag of fabric, towels, ec.  
 NN Printer Epson C88 - 5  
 NN Puppet  
 NN Sand Table  
 NN Sand Table - Blue Frame  
 NN Scale & Tape measure  
 NN Screen - Da-Lite portable  
 NN Shelving - Wooden crayola unit  
 NN Stand - Magnetic w/tray  
 NN Tapes - VHS, computer games, CD's and misc toys  
 NN Totes - plastic & tins

- NN Toys - boxes puzzles
- NN Toys - tote of baby dolls
- NN Toys - box of games
- NN Toys - box of dishes & toys
- NN Toys - box of puzzles & toys
- NN Toys - Fisher Price toy barn
- NN Toys - plastic play baby bed
- NN Toys - bag of barbie dolls
- NN Toys - box of play shoes/purses
- NN Toys - U S Maps - 2
- NN Toys - 6 boxes of misc
- NN Toys - 2 bins, 1 box of toys, bin of cds/cassettes
- NN Toys - Little Tikes Kitchen Set
- NN Toys - Step 2 kitchen set
- NN Tripod

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

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

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

XII. Board Discussion

XIII. Other Items to Come Before the Board

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 7:00 p.m.

Mrs. Lehman seconded the motion to adjourn.

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

Regular Board Meeting  
November 24, 2015  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

---

Chris Calvelage, Clerk

---

Phyllis Montrose, Recording Secretary