

January 24, 2018

03-18 Approval of the Agenda

04-18 Approval of the Minutes of the December 19, 2017 Board Meeting

Hire of Joyce Diller as Secretary/Receptionist

Resignation of Kristy Schweingruber as Service and Support Administration Director

Hire of Kristy Schweingruber as Service and Support Associate Supervisor – Children/Transition

Resignation of Jennifer Goins as Service and Support Associate Supervisor – Children/Transition

Resignation of Hope Cauley as Part-Time Arts Activities Coordinator

Resignation of Sabrina Wilkerson as Educational Aide

Concurrence with the transfers for December 2017

05-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

06-18 Approval of the 2018-2020 Strategic Plan and 2018 Annual Action Plan

07-18 Approval of the following Policy Actions:

Amend Policy:

Policy 1.0 Vision, Mission, Value, Philosophy, Purpose and Formation

Policy 5.2.8 Certification/Registration/Licenses

Policy 8.1 School Age

Policy 8.1.7 Service & Support Administration

Policy 8.6 Informed Consent

Policy 8.13 Non-Medicaid Day Services/Non-Medical Transportation

Policy 8.14 County Board Eligibility

Abolish Policy:

Policy 8.1.3 Prohibition of Harassment, Intimidation or Bullying of Individuals Receiving Services

08-18 Adopt Program Calendar for 2018-2019

09-18 Approve Position Description Change for the Adaptive Physical Education (APE) Instructor

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
January 23, 2018

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

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, January 23, 2018 in the Administration Board Room. President Garlock called the meeting to order at 5:36 p.m. with the following roll call response:

Mr. Fleming, present
Ms. Montrose, present
Mr. Garlock, present

Mrs. Lehman, present
Mr. Stolly, excused

Mr. McPheron, present
Ms. Weaver, excused

II. Focus

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

Supporting individuals with developmental disabilities in Allen County by strengthening partnerships and providing high quality services.

Vision:

The vision was read by Kenny M. Kenny is a very friendly and caring man with a positive attitude unlike many others. He is fun to be around, energetic, and has a great work ethic. Kenny's hard working attitude is shown at his job and in his home which he purchased in 2010. Kenny receives intermittent in-home supports from a provider as he is enrolled on an Individual Options (IO) waiver. He recently started a new job at Taco Bell. Kenny is an avid bowler and loves to spend his Friday afternoons at Westgate bowling with his friends. Over the past year, Kenny has become very involved in the FANS (Friends, Allies, and Neighbors) program offered by the Board. He has been a huge asset and has assisted in speaking to community groups such as Lima Young Professionals, Sertoma Club, the Bath Fire Department, and other organizations to educate members about the FANS program. Kenny makes friends everywhere he goes and when you meet him, you will see that he has a way of capturing your heart.

Kenny was accompanied by his Service and Support Associate (SSA) Ashtyn Kill. Ashtyn started with the Board in November 2013 and has worked with Kenny since that time. Ashtyn is a favorite among those individuals and families she serves and some of the same words used to describe Kenny, describe her as well.

The vision of the Allen County Board of Developmental Disabilities is:

A community that recognizes the importance and potential of all people.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

| <u>Item(s) Added</u> | <u>Requested By</u> |
|--------------------------------|-------------------------|
| Adjustment to Personnel Report | Superintendent Schnipke |

RESOLUTION 03-18:

Mr. McPheron moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

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|------------------|-------------------|-------------------|
| Mrs. Lehman, yes | Mr. McPheron, yes | Ms. Montrose, yes |
| Mr. Fleming, yes | Mr. Garlock, yes | |

IV. Correspondence

V. Hearing of the Public

VI. Staff Report

The Superintendent and Quality & Support Services Director, Jana McVetta, gave an update on the Provider Partnership Project. They covered the grant, support provided to date, the impact at this time and the latest request that we join a sub-group of OPRA and OACB to address the low usage in Ohio of a waiver service called Remote Monitoring. This service can have an impact on the Direct Support Professional (DSP) crisis if it can be advanced. In 2018, they would like to continue all of the 2017 initiatives which included the Learning Lunches, Success Coach and DSPOhio. The Learning Lunches are a monthly one-hour training for Direct Support Professionals (DSPs). The topics discussed are above and beyond the required training to aid in professional growth of the employees. The Success Coach was an in-home observation, mentoring and technical assistance provided by our Behavior Support Specialist to assist providers with challenging situations. Finally, DSPOhio is a statewide marketing campaign to brand the DSP title and assist with staff recruitment. One new initiative will be DSP Orientation and Training. In February we will initiate a monthly DSP orientation. We will offer the 8 hour required training that the DSP staff need before starting employment, as well as CPR/First Aid. Our Medicaid Quality Specialist will facilitate day one and we are contracting with a CPR/First Aid instructor for day two. Provider agencies can send new hires to one or both days of this training,

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 04-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on December 19, 2017 of the Allen County Board of Developmental Disabilities.

B. Accept Personnel Report

1. New Hires

- a. Joyce Diller was hired as a Secretary / Receptionist effective January 4, 2018 at AFSCME Salary Step 5.
- b. Kristy Schweingruber was hired as the Service and Support Associate Supervisor – Children/Transition at a salary of \$64,422 effective upon the hire of a new Service and Support Administration Director

2. Transfers

3. Terminations

- a. Jennifer Goins resigned as a Service and Support Associate Supervisor – Children / Transition effective January 10, 2018.
- b. Hope Cauley resigned as a Part-Time Arts Activities Coordinator effective December 20, 2017.
- c. Sabrina Wilkerson resigned as an Educational Aide effective December 31, 2017.
- d. Kristy Schweingruber resigned as the Service and Support Administration Director

C. Inspection Reports

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during December 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

Ms. Montrose, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Garlock, yes

VIII. Superintendent's Report

A. Superintendent Report for December 2017

B. Administrative

- 1. Early Childhood Report – December 2017
- 2. Children's Services Report – December 2017
- 3. Quality & Support Services Report – December 2017
 - LODDI Meeting Minutes- December 2017
 - LODDI Financials-October and November 2017
- 4. Service & Support Administration Report – December 2017
- 5. Human Resources Report – December 2017
 - HR Newsletter – January 2018

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on January 23, 2018

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

| <u>Vendor</u> | <u>Relationship</u> | <u>Service</u> |
|---------------|---------------------|---|
| 18-001 | Father | Family Support Services- Reimbursement for Adaptive Equipment |
| 18-002 | Mother | Family Support Services- Reimbursement for Gas Card |
| 18-003 | Father | Family Support Services- Reimbursement for Gas Card |
| 18-004 | Mother | Family Support Services- Reimbursement for Gas Card |
| 18-005 | Aunt | Family Support Services- Reimbursement for Gas Card |
| 18-006 | Mother | Family Support Services- Reimbursement for Gas Card |
| 18-007 | Mother | Family Support Services- Reimbursement for Gymnastic Classes |

ETHICS COUNCIL RECOMMENDATION 05-18: The Ethics Council recommended and so moved that the Board approve the Direct Service Contracts Involving Payment to Immediate Family Members of Eligible Individuals as presented. The Ethics Council so moves the Board certify this review has met all the conditions of §O.R.C. 5126.033.

Mr. McPheron moved.

Mr. Fleming seconded the motion.

Ms. Montrose, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Mr. Garlock, yes

B. Finance Committee – Met on January 19, 2018

Mr. Garlock reported that revenue for 2017 was approximately \$11.9 million which was about 1.14 million dollars over budget. This was mainly due to the carryover from Fund 2077 having to be moved to Fund 2018 earlier in the year. Year-to-date revenue was actually under budget by \$171,839. Expenditures for 2018 were approximately \$10.4 million which was under budget by \$1.3 million. The Finance Committee reviewed the Summary by Fund report and the 10 Year Projection report.

C. Personnel Committee

D. Planning Committee – Met on January 19, 2018

For the past six months we have engaged in Strategic Planning with consultant Kim Linkinhoker. Last month Mr. Linkinhoker met with the Board for training and review of the work that has been accomplished during this process. A public hearing was held on January 23, 2017. According to ORC §5126.04, ORC §5126.054 and OAC §5123:2-1-02 the Planning Committee recommended the Board approve the Strategic Plan and Annual Action Plan as presented.

PLANNING COMMITTEE RECOMMENDATION 06-18: The Planning Committee recommended that the Board approve the 2018-2020 Strategic Plan and 2018 Annual Action Plan.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Garlock, yes

E. Policy Committee - Met January 23, 2018

Amend Policy:

| | |
|--------------|---|
| Policy 1.0 | Vision, Mission, Value, Philosophy, Purpose and Formation |
| Policy 5.2.8 | Certification/Registration/Licenses |
| Policy 8.1 | School Age |
| Policy 8.1.7 | Service & Support Administration |
| Policy 8.6 | Informed Consent |
| Policy 8.13 | Non-Medicaid Day Services/Non-Medical Transportation |
| Policy 8.14 | County Board Eligibility |

Abolish Policy:

| | |
|--------------|---|
| Policy 8.1.3 | Prohibition of Harassment, Intimidation or Bullying of Individuals Receiving Services |
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Policy 1.0 has been updated to reflect the new Vision, Mission and Core Values as decided on in the Strategic Planning sessions over the past six months.

Policy 5.2.8 has been updated to include current practices of the Board and specific for newly hired staff.

Policy 8.1 has been updated to remove the separate mission for the school and to include bullying language so we can abolish 8.1.3 since we no longer provide other direct services.

Policy 8.1.7 has been renumbered to Policy 8.17; reviewed, reformatted and cleaned up in language. There is no change in practice.

Policy 8.6 has been updated to current formatting and terminology used.

Policy 8.13 has been reviewed, reformatted and one update in practice on serving individual's in nursing homes.

Policy 8.14 has been reviewed, reformatted and the area of who will receive the three-year re-eligibility has been further defined.

Policy 8.1.3 is being abolished as bullying information is being added to School Age Policy 8.1.

POLICY COMMITTEE RECOMMENDATION 07-18: The Policy Committee recommended the Board approve policy amendments as presented for Policies 1.0, 5.2.8, 8.1, 8.1.7, 8.6, 8.13 and 8.14. The Policy Committee further recommended 8.1.3 be abolished. Policy 8.1.7 will be renumbered to Policy 8.17.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

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

XI. New Business

A. Adopt Program Calendar for 2018-2019

The proposed student and school personnel calendar for the 2018-2019 school year was reviewed.

SUPERINTENDENT RECOMMENDATION 08-18: Superintendent Schnipke recommended the Board approve the Program Calendar as presented.

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

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

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

B. Position Description Change

With the resignation of the part-time Arts Activities Coordinator the duties have been added to the Adaptive Physical Education (APE) Instructor position description. There is also an Educational Aide assigned to APE to assist with these new tasks. The duties of Project Stir coordination have been moved to another available staff member.

SUPERINTENDENT RECOMMENDATION 09-18: Superintendent Schnipke recommended the Board approve the position description changes for the position of Adapted Physical Education Instructor.

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

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

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

XII. Board Discussion

XIII. Other Items to Come Before the Board

The Board had a moment of silence in honor of Owen Weaver.

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 6:33 p.m.

Mr. Fleming seconded the motion to adjourn.

Mr. McPheron, yes

Mrs. Lehman, yes

Ms. Montrose, yes

Mr. Garlock, yes

Mr. Fleming, yes

Regular Board Meeting
February 27, 2018
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary