

March 27, 2018

20-18 Approval of the Agenda

21-18 Approval of the Minutes of the February 27, 2018 regular board meeting
Transfer of Jennifer Frail from Accounting/Technology Support to Business Office Supervisor
Concurrence with the transfers for February 2018

22-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate
Family Member of Eligible Individual

23-18 Approve the Ethics Review of One Substitute Employee – Louisa Crawford

24-18 Approval of the following Policy Actions:

Adopt Policies:

Policy 5.33 Management Employees
Policy 5.35 Layoff/Reduction in Force of Non-Union Employees

Amend Policies:

Policy 1.12 Prevention of Fraud, Waste and Abuse of Tax Payer Dollars
Policy 1.13 Table of Organization
Policy 5.3 Disqualification from Employment/Outside Employment
Policy 5.4 Certification, Registration and Licenses
Policy 5.5 Medical Examinations
Policy 5.6 Individuals with Disabilities Nondiscrimination and Reasonable
Accommodations
Policy 5.7 Equal Employment Opportunity
Policy 5.8 Unlawful Discrimination and Harassment
Policy 5.9 Nepotism
Policy 5.10 Calamity Days
Policy 5.11 On-Call Pay
Policy 5.12 Executive, Management and Non-Union Compensation
Policy 5.13 Health Insurance for Non-Union Employees
Policy 5.14 Vacation for Non-Union Employees
Policy 5.15 Sick Leave for Non-Union Employees
Policy 5.16 Tuition Reimbursement for Non-Union Employees
Policy 5.17 Hours of Work and Overtime for Non-Union Employees
Policy 5.18 Probationary and Performance Review Standards
Policy 5.20 Employee Code of Ethics
Policy 5.21 Whistleblower Protection
Policy 5.22 Wage Continuation for Worker's Compensation
Policy 5.23 Family Medical Leave
Policy 5.24 Program Discipline and Corrective Action
Policy 5.25 Drug Free Workplace
Policy 5.26 Employee Complaints
Policy 5.28 Leave Donation for Non-Union Employees

Policy 5.29 Teleworking
Policy 5.30 Vehicle Operating & Usage
Policy 5.31 Dress Code & Decorum
Policy 5.32 Personnel Records
Policy 5.34 Layoff/Reduction in Force of Management Employees
Policy 6.02 Rights of Individuals with Developmental Disabilities
Policy 6.03 Self-Determination
Policy 6.09 Employment First
Policy 6.10 Waiting Lists
Policy 6.13 Behavior Support
Policy 6.17 Major Unusual Incidents/Unusual Incidents
Policy 6.19 Administrative Complaint Resolution

Abolish Policy:

Policy 5.4.3 Reporting of Privacy Violations, Sanctions for Staff Violations of Privacy Practices, and Mitigation
Policy 5.4.4 Prohibition of Intimidating or Retaliatory Acts Against Staff and Individuals Served

25-18 Abolish Accounting/Technology Support Position

26-18 Amend the Occupational Therapist – Part Time Position

27-18 Create One Educational Aide – One on One (Temporary) Position

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

March 27, 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, March 27, 2018 in the Administration Board Room. President Garlock called the meeting to order at 5:30 pm with the following roll call response:

Mr. Tom Fleming, present

Mrs. Linda Lehman, present

Mr. Bob McPheron, present

Ms. Phyllis Montrose, present

Mr. Adam Stolly, present

Mrs. Melissa Weaver, present

Mr. Marty Garlock, present

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:

Doug G. read the Vision for the Board this month. Doug has lived in his own home since 2013 when he collaborated with Habitat for Humanity. Doug is very independent with a strong network of natural supports which includes his family. Doug has a daughter named Brooklyn. Brooklyn lives with her grandmother; however, spends time with Doug every week. Doug receives SSA services from the Board. He requests that his SSA assist him with things such as eligibility for programs that assist with heating for low income residents, reviewing his monthly bills to make sure everything is correct, coordinating getting his taxes completed and connecting him with businesses if he has issues with his home. The SSA also helps with medical appointments or related questions.

Doug was accompanied by his Service and Support Associate (SSA) Greg von derEmbse. Greg just started his 28th year at the Board. He first worked as a job trainer for two years and then moved to case management in 1993. Greg has many long standing relationships with the individuals served by the Board and he has a reputation for the great amount of time he spends in the community, with individual's in their homes and just being with people. It is remarkable how he still makes relationships a top priority with the evolution of a job that is very compliance and paperwork heavy.

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

RESOLUTION 20-18:

Ms. Montrose moved to approve the agenda.

Mrs. Weaver seconded the motion to approve the agenda.

Mrs. Lehman, yes
Mr. Stolly, yes
Mr. Garlock, yes

Mr. McPheron, yes
Mrs. Weaver, yes

Ms. Montrose, yes
Mr. Fleming, yes

IV. Correspondence

There was no correspondence this month.

V. Hearing of the Public

VI. Staff Report

There was no Staff Report this month due to Board Training after the regular meeting.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 21-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on February 27, 2018 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
 - 1. Transfers
 - a. Jennifer Frail transferred from Accounting/Technology Support to Business Office Supervisor effective March 6, 2018 at an annual salary of \$51,274.
- C. Inspection Reports
- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during February 2018.

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
Mrs. Weaver, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes
Mrs. Lehman, yes

VIII. Superintendent's Report

A. Superintendent Report for March 2018

B. Administrative

1. Early Childhood & School Age Report – February 2018
2. Quality & Support Services Report – February 2018
 - LODDI – February Meeting Minutes, December & January Financials
3. Service & Support Administration Report – February 2018
4. Human Resources Report – February 2018
 - HR Newsletter – March 2018
5. Community Connections Report – February 2018

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on March 27, 2018

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

<u>Vendor</u>	<u>Relationship</u>	<u>Service</u>
18-024	Mother	Family Support Services- Reimbursement for Gas Card
18-025	Mother	Family Support Services- Reimbursement for Gas Card
18-026	Mother	Family Support Services- Reimbursement for Gas Card
18-027	Mother	Family Support Services- Reimbursement for Adaptive Equipment
18-028	Mother	Family Support Services- Reimbursement for Adaptive Equipment
18-029	Mother	Family Support Services- Reimbursement for Gas Card
18-030	Grandmother	Family Support Services- Reimbursement for Respite Care
18-031	Mother	Family Support Services- Reimbursement for Gas Card
18-032	Mother	Family Support Services- Reimbursement for Gas Card
18-033	Aunt	Family Support Services- Respite Services

ETHICS COUNCIL RECOMMENDATION 22-18: 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 moved the Board certify this review has met all the conditions of §O.R.C. 5126.033.

Mr. McPheron moved.

Mrs. Weaver seconded the motion.

Ms. Montrose, yes
Mr. Fleming, yes
Mr. Garlock, yes

Mr. Stolly, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

2. A long term substitute employee of the Board became an independent waiver provider of Home and Community Based Waiver services for her son. She is not in a position to award a contract, is planning to work as a provider for only her son and understands that provider business is not part of her duties while working for the Board.

ETHICS COUNCIL RECOMMENDATION 23-18: The Ethics Council recommended and so moved the Board certify the review of one substitute employee working as an independent provider has met all the conditions of §O.R.C. 5126.0221 and §O.R.C. 5126.033 and there is not an ethical conflict in her employment. Safeguards are in place to avoid any conflict.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

Mr. Stolly, yes
Mrs. Lehman, yes
Mr. Garlock, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

B. Finance Committee – Met on March 21, 2018

President Garlock reported that the year-to-date revenue was approximately \$516,000 which was 7% under budget. Year-to-date expenditures were 1.7 million dollars, which was 8% under budget. Children’s Services was under budget due to a vacancy. Supported Living was down due to the housing acquisition. President Garlock also reported that we were currently in negotiations with the Educational Service Center (ESC). The ESC would like to rent more classroom and office space from us for the 2018/2019 school year. President Garlock spoke about the foundation that is currently being formed

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met March 27, 2018

Adopt Policies:

- Policy 5.33 Management Employees**
- Policy 5.35 Layoff/Reduction in Force of Non-Union Employees**

Amend Policies:

- Policy 1.12 Prevention of Fraud, Waste and Abuse of Tax Payer Dollars**
- Policy 1.13 Table of Organization**
- Policy 5.3 Disqualification from Employment/Outside Employment**
- Policy 5.4 Certification, Registration and Licenses**
- Policy 5.5 Medical Examinations**
- Policy 5.6 Individuals with Disabilities Nondiscrimination and Reasonable Accommodations**
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- Policy 6.19 Administrative Complaint Resolution**

Abolish Policy:

- Policy 5.4.3 Reporting of Privacy Violations, Sanctions for Staff Violations of Privacy Practices, and Mitigation
- Policy 5.4.4 Prohibition of Intimidating or Retaliatory Acts Against Staff and Individuals Served

POLICY COMMITTEE RECOMMENDATION 24-18: The Policy Committee recommended and so moved the Board adopt policies 5.33 and 5.35. Further it is recommended the Board amend policies 1.12, 1.13, 5.3 - 5.18, 5.20 - 5.26, 5.28 - 5.32, 5.34, 6.02, 6.03, 6.09, 6.10, 6.13, 6.17 and 6.19 and abolish policies 5.4.3 and 5.4.4.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Mrs. Weaver, yes
Mr. McPheron, yes
Mr. Garlock, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

XI. New Business

A. Abolish Positon

SUPERINTENDENT RECOMMENDATION 25-18: Superintendent Schnipke recommended to abolish the position of Accounting Technology Support.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

Mr. Fleming, yes
Ms. Montrose, yes
Mr. Garlock, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mrs. Weaver, yes

B. Amend Job Description

We have been unable to fill the newly created Occupational Therapist - part-time position. We believe the reason is the job grade is too low. The Job Grading Committee met and when considering the Master's Degree requirement and the independent judgment needed for this position, the job grade is one higher.

SUPERINTENDENT RECOMMENDATION 26-18: Superintendent Schnipke recommended to amend the job description for the Occupational Therapist-part-time with a job grade of 800.

Mrs. Lehman so moved.

Mr. Fleming seconded.

Mrs. Lehman, yes
Mr. Stolly, yes
Mr. Garlock, yes

Mr. McPheron, yes
Mrs. Weaver, yes

Mr. Garlock, yes
Mr. Fleming, yes

C. Create Educational Aide – One on One (Temporary) Position

We have a new student attending Marimor School who requires a One on One Educational Aide. Elida School District has agreed to fully fund this position so we can hire a temporary staff with benefits, instead of relying on a substitute staff. We continue to have many issues with hiring and retraining substitute staff.

SUPERINTENDENT RECOMMENDATION 27-18: Superintendent Schnipke recommended the Board create one Educational Aide - One on One (Temporary) Position to be funded by a contract with the Elida School District.

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

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

Mrs. Lehman, yes
Mr. Stolly, yes
Mr. Garlock, yes

Mr. McPheron, yes
Mrs. Weaver, yes

Ms. Montrose, yes
Mr. Fleming, yes

XII. Board Discussion

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 6:13 p.m.

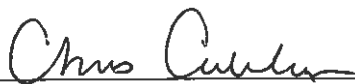
Mr. Stolly seconded the motion to adjourn.

Mr. McPheron, yes
Mrs. Weaver, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes
Mrs. Lehman, yes

Regular Board Meeting
May 22, 2018
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary