

May 22, 2018

28-18 Approval of the Agenda

29-18 Approval of the Minutes of the March 27, 2018 regular board meeting

Transfer of Melissa Ricker from Service and Support Associate to Waiver Plan Specialist

Resignation of Natalie Reynold as Service and Support Associate – Children

Resignation of Katie Hooks as Substitute Educational Aide

Accept the following Inspection Reports

Tim Richards, Maintenance Foreman & Erin Koenig, Safety Chair – Playground Inspection

Tankology, Inc. – Fuel Tank Inspection

Bath Township Fire Department – Fire Safety Inspection

Bacharach, Inc. – Boiler Inspection

Tim Richards, Maintenance Foreman & Erin Koenig, Safety Chair – Bi-annual Security Zone Inspection

Tim Richards, Maintenance Foreman – Roof Inspections

Ohio Department of Health – Food Service Inspection

Concurrence with the transfers for March 2018

30-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

31-18 Approve the Ethics Review of One Employee – Leigh Taylor

32-18 Approve the Ethics Review for Board Member

33-18 Approval of the following Policy Actions:

Amend Policy 4.08 Travel

Adopt Policy 2.11 Hazardous Communications

34-18 Recommend Placing Items on GovDeals.net for Auction

35-18 Approve Tax Budget

36-18 Approve Cafeteria Prices for the 2018-19 School Year

37-18 Approve Agreement with the Allen County Educational Services Center

38-18 Enter into Contract with the Board of County Commissioners for Early Intervention Service Coordination

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES
May 22, 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, May 22, 2018 in the Administration Board room. President Garlock called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Tom Fleming, present	Mrs. Linda Lehman, excused	Mr. Bob McPheron, excused
Ms. Phyllis Montrose, present	Mr. Adam Stolly, present	Mrs. Melissa Weaver, excused
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:

Lisa Ricker read the Vision. This is Lisa’s first year as an Intervention Specialist at Marimor School. Lisa has five children in her class between the ages of 12 and 16. Lisa talked with the Board about a typical day in her classroom. Lisa stated that she loves her job and is very happy working for the Board.

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>
Page 6, Resolution number should be 31-18	Superintendent Schnipke
Page 6, Finance Committee - Met on May 17, 2018	Superintendent Schnipke
Page 6, Policy Committee – Met May 22, 2018	Superintendent Schnipke

RESOLUTION 28-18:

Mr. Fleming moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Stolly, yes

Mr. Fleming, yes

IV. Correspondence

This month we had several pieces of correspondence. First, we received a letter of appreciation from Lima City Schools (LCS) for the donation we made to the Music Department. Many years ago drums were loaned to LCS as we no longer had the need for such extensive equipment. This permanent donation allowed us to remove the drums from our inventory, and allow for the drums to continue in very good use. Also, we received an email note about a gift sent at the time of death of someone we serve. We received a letter from Marimor Industries thanking us for participating in the personal care items drive during DD Awareness Month. Donations were given to the Mary Alice House in Lima. Lastly, we received a letter from the Ohio Department of Developmental Disabilities congratulating the Early Intervention Team on their compliance percentage of 100% in a recent records review.

V. Hearing of the Public

VI. Staff Report

Shirley Evans, Investigative Agent, gave the staff report. She reviewed the final statistics on Major Unusual Incidents (MUIs) for 2017. The reports and statewide comparison data were reviewed. Additionally, Shirley reviewed the annual Abuser Registry training.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 29-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on March 27, 2018 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
 - 1. New Hires
 - 2. Transfers
 - a. Melissa Ricker transferred from Service and Support Associate to Waiver Plan Specialist effective April 25, 2018 at an annual salary of \$43,860.
 - 3. Terminations
 - a. Natalie Reynolds resigned as a Service and Support Associate – Children effective May 11, 2018.
 - b. Katie Hooks resigned as an Educational Aide- Substitute effective June 1, 2018.

C. Inspection Reports

Type: Playground Inspection
Company: Tim Richards, Maintenance Foreman & Erin Koenig, Safety Chair
Date: April 27, 2018
Scope: East and West Playgrounds
Results: No recommendations; several notations on aging condition of playground surface and equipment

Type: Fuel Tank Inspection
Company: Tankology, Inc.
Date: April 9, 2018
Scope: Fuel Tanks and Lines
Results: No recommendations

Type: Fire Safety Inspection
Company: Bath Township Fire Department
Date: March 12, 2018
Scope: Checked Administration Building, Maintenance Building and Marimor School for fire hazards, proper exits, flammable liquid containers and fire extinguisher placement, etc.
Results: No violations detected

Type: Boiler Inspection
Company: Bacharach, Inc.
Date: March 20, 2018
Scope: Marimor School; 2 boilers
Results: Adjustments made to one boiler for proper combustion.

Type: Bi-annual Security Zone Inspection
Company: Tim Richards, Maintenance Foreman & Erin Koenig, Safety Chair
Date: April 8, 2018
Scope: Administration Building, Marimor School & Maintenance Building
Results: All alarms on doors operational

Type: Roof Inspections
Company: Tim Richards, Maintenance Foreman
Date: April 27, 2018
Scope: Roof Inspection on Administration Building, Marimor School, Maintenance Garage and Marimor Industries (MII)
Results: Marimor School & Marimor Industries Building- contacting Contractor regarding repair for seams and gutter to be replaced at MII.

Type: Food Service Inspection
Company: Ohio Department of Health
Date: May 9, 2018
Scope: Kitchen at Marimor School
Results: Cubed ham did not have date marked on package that was in the cooler; corrected during inspection. One recommendation that a temperature

measuring device be added to the mechanical ware washing to ensure sanitization. Remediation in process.

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during March 2018.

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

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

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Stolly, yes

Mr. Fleming, yes

VIII. Superintendent's Report

- A. Superintendent Report for May 2018

- B. Administrative

- 1. Early Childhood & School Age Report – March/April 2018
- 2. Quality & Support Services Report – March/April 2018
 - LODDI – April Meeting Minutes, February & March Financials
- 3. Service & Support Administration Report – March/April 2018
 - Intake and Information/Referral Report – March & April 2018
- 4. Human Resources Report – March/April 2018
 - HR Newsletter – April and May 2018
- 5. Community Connections Report – March & April 2018

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on May 22, 2018

- 1. 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>
18-034	Mother	Family Support Services- Reimbursement for Gas Card
18-035	Mother	Family Support Services- Reimbursement for Gas Card
18-036	Mother	Family Support Services- Reimbursement for Gas Card
18-037	Mother	Family Support Services- Reimbursement for Gas Card

18-038	Father	Family Support Services- Reimbursement for Gas Card
18-039	Mother	Family Support Services- Reimbursement for Gas Card
18-040	Grandmother	Family Support Services- Reimbursement for Respite Care
18-041	Father	Family Support Services- Reimbursement for Adaptive Equipment
18-042	Father	Family Support Services- Reimbursement for Gas Card
18-043	Mother	Family Support Services- Reimbursement for Gas Card
18-044	Mother	Family Support Services- Reimbursement for Gas Card
18-045	Mother	Family Support Services- Reimbursement for Gas Card

ETHICS COUNCIL RECOMMENDATION 30-18: 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. Stolly moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Stolly, yes

Mr. Fleming, yes

2. Review of Ethics Checklist for Employees

Intervention Specialist (teacher) Leigh Taylor will be working with Marimor Industries to provide Summer Youth Classroom Instruction for 1-2 weeks in June 2018. This will occur after Leigh is out for the summer as the Project Search Instructor for the Board so there is no time conflict. The employee is aware of avoiding other conflict of interest by maintaining a separation in duties while employed by either entity. There will be no overlap in duties, individuals served and no issues with Free Choice of Provider.

ETHICS COUNCIL RECOMMENDATION 31-18: The Ethics Council so moved the Board certify the review of one permanent employee 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 their employment. Safeguards are in place to avoid any conflict.

Mr. Stolly moved.

Mr. Fleming seconded the motion.

Mr. Stolly, yes
Mr. Garlock, yes

Mr. Fleming, yes

Ms. Montrose, yes

3. Review of Ethics Checklist for Board Member

In 2017 we conducted a search to contract with an entity or independent contractor for CPR and First Aid Services on our campus as part of our Provider Partnership Project. We were unable to secure an agency after multiple phone calls and inquiries. We were able to find two independent contractors interested in the monthly commitment to provide on-site services. One of them is Chad Weaver, the husband of Board Member Melissa Weaver. After a legal review of the situation, the Superintendent concluded that a public bid process was the best way to handle this contract. After asking the County Commissioners for permission, we held a public bid and the only two respondents were Chad Weaver and back up instructor, Matthew Morgan.

ETHICS COUNCIL RECOMMENDATION 32-18: The Ethics Council recommended and so moved that the Board approve the Contract Involving Payment to a Board Member's family as presented. The Ethics Council so moved the Board certify this review has met all the conditions of §O.R.C. as provided by the Superintendent.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

Mr. Fleming, yes
Mr. Garlock, yes

Ms. Montrose, yes

Mr. Stolly, yes

B. Finance Committee – Met on May 17, 2018

President Garlock reported that as of the end of April year-to-date revenue was approximately \$4.6 million dollars which was about \$455,000 over budget. Year-to-date expenditures were about \$3.4 million dollars which was approximately \$400,000 under budget. The Finance Committee discussed the 2019 Tax Budget and the lease agreement with the Educational Service Center (ESC). During the Finance Meeting, Jana McVetta, Director of Quality Support Services, gave an update on the progress of the LODDI home that is being built.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met May 22, 2018

1. Amend Policy: Policy 4.08 Travel
2. Adopt Policy: Policy 2.11 Hazardous Communications

POLICY COMMITTEE RECOMMENDATION 33-18: The Policy Committee recommended the Board amend Policy 4.08 and adopt Policy 2.11 as presented.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Mr. Fleming, yes
Mr. Stolly, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Ms. Montrose, yes
Mr. Garlock, yes

XI. New Business

A. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 34-18: Superintendent Schnipke recommended that the Board request the Allen County Commissioners declare the items listed below as 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.

- 16 Stage Platform
- 17 Stage Platform
- 18 Stage Platform
- 19 Stage Platform
- 20 Stage Steps
- 270 Small black filing cabinet
- 21275 Small Table
- 21346 File Cabinet
- 22089 Dell Monitor
- 22769 Burg Side chair
- 22770 Burg Side chair
- 22975 End Table
- 22976 Coffee Table
- 22977 Burgundy Double Seater Loveseat
- 22978 Burgundy Double Seater Loveseat
- 23554 White Board
- 23466 Tape Drive
- 23761 Desk
- 23764 Filing Cabinet - 4 dr putty
- 23777 4 dr black file cabinet
- 23920 4 dr black file cabinet
- 23936 4 dr black file cabinet
- 23937 4 dr black file cabinet
- 24005 Intellikeys
- 24019 Intellikeys
- 24024 Intellikeys
- 24683 Dell Monitor
- 24728 Brother Printer
- 25241 Alltech Speaker surround sound
- 25255 6 shelf black bookcase
- 25325 Dell Tower
- 25242 Netgear 24 port switch
- 25520 Brother Printer
- 25524 48 port patch panel
- 25721 Dell Monitor
- 25730 Netgear hub
- 25779 Intellikeys
- 25780 Intellikeys

25943 Laminator - needs repair
 26145 Round folding table
 26147 Round folding table
 26152 Round folding table
 26155 white round table
 26175 Small white refrigerator
 26293 Intellikeys
 26420 Hannstar Flat monitor
 26437 Sony Cyber-shot camera
 26744 5 drawer tan hon file cabinet
 26774 Kodak Easy Share C913 Camera
 26879 Brother Printer
 27475 Black office chair
 27883 Printer/Scanner

NN Bookshelf - 2 Shelf metal
 NN Bookshelf - Small metal (no shelves)
 NN Books - "None to Give Away" & "Complete Secretary's handbook"
 NN Books - old communication workbooks, misc workbooks
 NN Book – Autism
 NN Book - Computers for DD
 NN Bench Seat w/black cushion - needs repair
 NN Bulletin boards
 NN Cabinets - Dark Blue Wall units
 NN Cabinet - Wooden - 1 door - on wheels
 NN Camera battery - misc power cords
 NN Chair - Black office
 NN Chairs - Adult – 2
 NN Christmas Trees - 3 boxes
 NN Christmas Decorations in clear plastic container
 NN Christmas Decorations in blue plastic container
 NN Christmas Decorations in red & white box
 NN Computer Misc Items - Bocanet Switch, Tape Drives, microphones, phone cords, fiber optic cords, power bricks, PS2 ball mice, Power cords
 NN Computer Monitors - 2 Dell, 1 Dell 19" flat screen, 1 Optiquest, 2 Samsung, 1 NEC
 NN Computer - ENMS Power Edge 2200 Server
 NN Computer - HP Tower
 NN Computer Misc Items - keyboard tray, monitor stands, HP ink, tie down strap, mini usb cables, ethernet adapter, Dell floppy drives for older laptops, touch window screens for monitors, paper guide, external DVD drive w/no power cable, external tape drives, 2 laptop bags, monitor privacy screens, wire caddy w beam clamps & hooks, D link KVM Switch, CD Drive, Belkin KV switch, IO Gear KVM Switch
 NN Computer - Misc parts & wires
 NN Desk - small sturdy thick black metal with woodgrain top
 NN Doll
 NN File Cabinet - 4 drawer Hon – Tan
 NN File Cabinet - 4 drawer - black
 NN File Cabinet - 2 drawer black
 NN File Cabinet
 NN Intellikeys - 3
 NN Karaoke Machine (Silver w/mic)
 NN Listening Center & Audio Equipment
 NN Lockers – green
 NN Maintenance - Misc supplies

NN Microwave – Amana
 NN Microwave – Emerson
 NN Office Supplies - Misc - 3 boxes of binders, desk organizers
 NN Platform - Blue plastic
 NN Printer - Epson C88
 NN Prop - cardboard pop up fire place
 NN Stand - wooden (low to the ground)
 NN Table 8 ft
 NN Table 6 ft
 NN Table 4 ft square
 NN Toys - kids cassette players - 2,with/headsets

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

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

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

B. Approve Tax Budget

It is required by law that the Board submits a tax budget to the Allen County Auditor to be included with the tax budget that must be adopted by the County Commissioners. The tax budget is then reviewed by the Allen County Budget Commission to determine if we need to increase our tax levy for the coming year. In practice, our Board recognizes our financial need and takes appropriate action on levy requests based on our 10-year projection and financial review system.

SUPERINTENDENT RECOMMENDATION 35-18: Superintendent Schnipke recommended the Board approve the 2019 Tax Budget as presented and approved for it to be submitted to the Allen County Auditor as required by law.

Mr. Fleming moved.

Mr. Stolly seconded.

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

C. Cafeteria Prices for the 2018-19 School Year

In accordance with the requirements of the Ohio Department of Education, Cafeteria Manager Tammy Delong recommended that the cafeteria prices be raised by \$.10 for lunch and breakfast. A la carte and milk will remain the same.

SUPERINTENDENT RECOMMENDATION 36-18: Superintendent Schnipke recommended that the Board approve the cafeteria prices as listed for the 2018-2019 school year:

Item	Price
Lunches	
Elementary	\$2.70
High School	\$2.95
Adults	\$3.70
A La Carte Items	
Featured Entrée	\$2.25
Veggie/Fruit	\$1.00
Bread	\$0.70
Desserts	\$0.70
Yogurt	\$1.10
Yogurt Parfait	\$1.40
Bottled Water	\$1.00
Baked Potato	\$1.50
w/Broccoli & Cheese	\$2.10
Bowl Salad	\$1.55
Bowl Chef	\$2.45
Plate Salad	\$2.65
Chef Salad Plate	\$3.95
Marinated Chicken	\$2.65
Grilled Chicken	\$2.65
BBQ Rib	\$2.65
Breaded Fish	\$2.65
Hamburger	\$2.65
Cheeseburger	\$2.75
Pizza	\$2.65
Breakfast	Price
Students	\$1.85
Adults	\$2.20
Milk	\$0.70

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

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

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Fleming, yes

Mr. Garlock, yes

D. Approve Agreement with the Allen County Educational Services Center

Over the past several months we have met with the Superintendent and Directors from the Allen County Educational Services Center (ESC) to discuss their need for space and our willingness to share the Marimor School building with them beyond the two current classrooms they utilize. The ESC then approached us about moving their entire pre-school program to our campus as that would allow them to serve more special education and alternative school students at the Slabtown Road location who are currently on waiting lists. Additionally, the ESC will gain many efficiencies having their pre-school in one location. We have worked

out the contracts. They have been reviewed by the Prosecutor's Office and the Commissioners are aware of the planned shared agreements. There are also some efficiencies for our Board in that the ESC will assist with oversight of the front office area, sharing receptionist duties and we will not have to have two personnel to complete this task.

SUPERINTENDENT RECOMMENDATION 37-18: Superintendent Schnipke recommended that the Board approve the Master Service Agreement between the Allen County ESC and the Board of DD for use of space from July 1, 2018-June 30, 2020. Superintendent Schnipke also recommended the Board approve the Memorandum of Understanding between the Board of DD and the Board of Allen County Commissioners to allow for the lease with the Allen County ESC, assign upkeep and maintenance to the Board premises in exchange for the lease amount of \$1,000.00 per month. The Superintendent is hereby approved to present these agreements to the Board of Allen County Commissioners for approval.

Mr. Fleming moved.

Mr. Stolly seconded the motion.

Mr. Stolly, yes
Mr. Garlock, yes

Mr. Fleming, yes

Ms. Montrose, yes

E. Enter into Contract with the Board of County Commissioners for Early Intervention Service Coordination

The Allen County Family and Children's First Council has again selected our Board to provide Early Intervention Service Coordination services to children, birth to three years of age. The grant to be awarded for 2018-2019 (State of Ohio fiscal year) will remain the same at \$276,846.00. Referrals for Service Coordination remained consistent to 2017-2018; however, we did add one part-time Service Coordinator this past fiscal year when the grant was increased. Three and half Service Coordinators seems to be appropriate to meet the needs at this time. The Service Coordination function is part of our Early Intervention services and will continue to offer families seamless coordination for children who qualify for developmental services with our Board.

SUPERINTENDENT RECOMMENDATION 38-18: Superintendent Schnipke recommended that the Board enter into a contract with the Allen County Board of Commissioners for the provision of Service Coordination with anticipated revenue of \$276,846.00 for Part C children through funds provided now by the Ohio Department of Developmental Disabilities.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Mr. Fleming, yes
Mr. Garlock, yes

Ms. Montrose, yes

Mr. Stolly, yes

XII. Board Discussion

XIII. Other Items to Come Before the Board

Superintendent Schnipke reported that the Marimor Legacy Board has held its first meeting. They should have everything set up by this fall. Mr. Stolly volunteered to be the ex-officio board member for the Marimor Legacy Board. Superintendent Schnipke will also be an ex-officio board member.

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 6:37 p.m.

Mr. Stolly seconded the motion to adjourn.

Mr. Fleming, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Regular Board Meeting
June 26, 2018
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary