

December 19, 2017

88-17 Approval of the Agenda

89-17 Approval of the Minutes of the November 28, 2017 Board Meeting  
Concurrence with the transfers for November 2017

90-17 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate  
Family Member of Eligible Individual

91-17 Review Ethics Checklist for the following Employees  
Jim Muter  
Cary Hengstler  
Corey Gascho

92-17 Approval of the 2018 Budget

93-17 Approval to Amend the following Policy Actions  
Policy 1.2 Authority for Establishing Policies  
Policy 1.3 Board Members  
Policy 1.4 Organization and Procedures  
Policy 1.5 Officers  
Policy 1.6 Meeting and Procedures  
Policy 1.13 Table of Organization  
Policy 1.15 Use of Board Facilities

94-17 Approval of New Mission and Vision Statement

95-17 Approve Early Intervention Handbook

96-17 Approve Changes to the Following Position Descriptions  
Education and Transition Consultant  
Project Search Instructor

97-17 Approval to Abolish Early Childhood Coordinator Position

98-17 Approve Due to the Following Agencies  
Ohio Association of County Boards  
Allen County Family and Children's First Council

99-17 Approve Nominating Committee

100-17 Approval to Sell Van to the Allen County Educational Services Center

101-17 Approve Special Resolution for Peggy Cockerell

102-17 Approve Amendment to the Superintendent's Contract

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

December 19, 2017

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, December 19, 2017 in the Administration Board Room. President Garlock called the meeting to order at 5:34 p.m. with the following roll call response:

Mr. Tom Fleming, present	Mrs. Linda Lehman, present	Mr. Bob McPheron, excused
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 to:

- Reduce Barriers
- Ensure Supports
- Expand Meaningful Community Involvement

Vision:

This month the vision was read by our Maintenance Foreman, Tim Richards. Mr. Richards started as substitute bus aide and placement driver with the Board in October 2001. He was then hired as a permanent staff in November 2001. Tim was primarily a bus driver for 15 years. As part of transition in July 2016, Tim used his displacement rights and began working as an Educational Aide at Marimor School from July 1, 2016-October 12, 2016. At that time Tim resigned from the Board to accept full-time employment with the Allen County Sheriff's Department. Due to the retirement of our Maintenance Foreman, Tim was able to return to the Board on July 20, 2017. Since that time his work on our campus has been amazing. He has a passion for outside grounds keeping work and is gifted in attention to detail. We are told that Tim is the first Maintenance Foreman to actually paint himself (v. using contractors) which is already saving the Board money as he undertakes a big painting project in the school building. Grass does not grow under Tim's feet and we are very happy to have him as part of our team again.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Adjustment to the New Vision Statement

Superintendent Schnipke

RESOLUTION 88-17:

Mr. Fleming moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

Mrs. Lehman, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mr. Garlock, yes

IV. Correspondence

A copy of a Thank You note from Pam Little at Lima Community Church was shared. This church has a large special needs program on Sundays for children and their families. Vickie Cartwright and Erin Koenig, our Behavior Support Specialists, presented to the volunteers on how to work with children who have exceptional behavioral needs.

V. Hearing of the Public

VI. Staff Report

Martha Nance gave a HIPAA training to the Board. Some of our HIPAA related issues this past year were reviewed and any goals the HIPAA committee has for the next year.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 89-17: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on November 28, 2017 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
- C. Inspection Reports
- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during November 2017.

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

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

Ms. Montrose, yes

Mr. Stolly, yes

Mrs. Weaver, 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 – November 2017
2. Children’s Services Report – November 2017
3. Quality & Support Services Report – November 2017
4. Service & Support Administration Report – November 2017
5. Human Resources Report – November 2017
  - HR Newsletter – December 2017

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on December 19, 2017

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>
17-064	Mother	Family Support Services- Reimbursement for Adaptive Equipment
17-065	Father	Family Support Services- Reimbursement for Adaptive Equipment

ETHICS COUNCIL RECOMMENDATION 90-17: 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. Stolly moved.

Mr. Fleming seconded the motion.

Ms. Montrose, yes

Mr. Stolly, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Garlock, yes

2. Review of Ethics Checklist for Employees

Maintenance staff Jim Muter is employed as a bus driver at Marimor Industries, Inc. He has no supervisory responsibility, would not be in a capacity to impact contracts and there appear to be no conflicts with employment at a provider agency, as well as the Board. Sufficient safeguards are in place for Free Choice of Provider and HIPAA/Confidentiality. Additionally, substitute employee Cary Hengstler is employed at Marimor Industries, Inc. (MII). He will now be working as a substitute custodian at the Board. In the future he may substitute in other areas of the agency; however, in all positions he has no supervisory responsibility, would not be in a capacity to impact contracts and there appear to be no conflicts with employment at a provider agency. Substitute employee Corey Gascho is employed at Mercy Health St. Rita’s and is the nephew of former Superintendent Esther Baldrige. He will now be working as a substitute custodian at the

Board. In the future he may substitute in other areas of the agency; however, in all positions he has no supervisory responsibility, would not be in a capacity to impact contracts and there appear to be no conflicts with employment at a Board contracted business.

ETHICS COUNCIL RECOMMENDATION 91-17: The Ethics Council so moved the Board certify the review of one permanent employee and two substitute employees working for a provider agency 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.

Mrs. Weaver seconded the motion.

Mr. Stolly, yes	Mrs. Weaver, yes	Mr. Fleming, yes
Mrs. Lehman, yes	Ms. Montrose, yes	Mr. Garlock, yes

B. Finance Committee – Met on December 15, 2017

Mr. Garlock reported that the year to date revenue was \$11.2 million which was approximately \$562,000 under budget. Year to date expenditures were \$9.8 million which was \$1.2 million under budget. The Finance Committee discussed the classroom rental fee for the Educational Service Center and that there may be an opportunity to obtain funds to renovate the school if HB 246 passes. The budget considerations for 2018 were discussed.

FINANCE COUNCIL RECOMMENDATION 92-17: The 2018 Budget has been reviewed and amended over the past four months. The Finance Committee recommended the final budget be approved for calendar year 2018.

Mr. Fleming moved.

Mrs. Lehman seconded the motion.

Mrs. Weaver, yes	Mr. Fleming, yes	Mrs. Lehman, yes
Ms. Montrose, yes	Mr. Stolly, yes	Mr. Garlock, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met December 19, 2017

Policy 1.2 Authority for Establishing Policies has been updated to reflect current Board practice and the name of the policy amended to Authority for Establishing Board Policy.

Policy 1.3 Board Members has been completely rewritten due to the amount of changes needed. Updated name to Board Requirements and all applicable statutes have been reviewed. Information updated was appointments, term, prohibitions, vacancies, training requirements and Board evaluation. Increased the childcare allowance for Board members to state minimum wage. Removed telephone charges due to age of

cell phones and no long distance charges likely any longer. Added orientation requirements for Board members and defined types of annual training required.

Policy 1.4 Organization and Procedures has been updated to add the information on quorums and to change the name to Board Organization. It also outlines how the Organizational meeting is conducted and that a member of the Board must be physically present to be counted as attending the meeting and to vote.

Policy 1.5 Officers has been updated for new formatting and taken out a sentence that is no longer in statute about filing a certified copy of Board meeting minutes.

Policy 1.6 Meeting and Procedures has been updated for formatting changes and to match changes in statute, as well as, change order of Board Agenda items to match current practice.

Policy 1.13 Table of Organization has been updated to reflect the changes made over the past few months and will be effective January 1, 2018.

Policy 1.15 Use of Board Facilities is being updated to match current practice and to create a form for entities to complete when they want to use Board facilities.

POLICY COMMITTEE RECOMMENDATION 93-17: The Policy Committee recommended the Board approve policy amendments as presented above for Policies 1.2, 1.3, 1.4, 1.5, 1.6, 1.13 and 1.15.

Ms. Montrose moved.

Mrs. Weaver seconded the motion.

Mr. Fleming, yes

Mrs. Lehman, yes

Ms. Montrose, yes

Mr. Stolly, yes

Ms. Weaver, yes

Mr. Garlock, yes

XI. New Business

A. Approve Mission and Vision

For the past six months the Strategic Planning workgroup, that included Board members, Board staff, an individual served and a provider agency have met regularly with Kim Linkinhoker, consultant to develop a three year Strategic Plan. This includes a new Mission and Vision for the Board.

SUPERINTENDENT RECOMMENDATION 94-17: Superintendent Schnipke recommended the Board adopt our Mission as:

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

and our Vision as:

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

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

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

Mrs. Lehman, yes  
Mrs. Weaver, yes

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mr. Garlock, yes

B. Early Intervention Handbook

Each December the Board approves the Early Intervention Handbook for the upcoming year. The new handbook had minor updates.

SUPERINTENDENT RECOMMENDATION 95-17: Superintendent Schnipke recommended the Board approve the 2018 Early Intervention Handbook for use with all families served by our Early Intervention staff.

Mrs. Weaver moved to approve the recommendation of the Superintendent.

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

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. Garlock, yes

C. Position Description Changes

This month marks the final job description changes to complete the restructuring for a Transition/Employment Navigation unit in the Service and Support Administration Department.

SUPERINTENDENT RECOMMENDATION 96-17: Superintendent Schnipke recommended the Educational Consultant position change to the Education and Transition Consultant position. This will move to 12 months effective on December 21, 2017. The new salary for Sue Savinsky, who will continue in this amended role, will be \$51,240.00. She is moving from 9 to 12 months and taking on several new important responsibilities and strategic initiatives for the Board in the Transition/Employment Navigation unit. Superintendent Schnipke further recommended the changes in the job description for the Project Search Instructor be approved as presented. There is no salary change for the Project Search Instructor.

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

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

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. Garlock, yes

D. Abolish Position

SUPERINTENDENT RECOMMENDATION 97-17: Superintendent Schnipke recommended the Board abolish the position of Early Childhood Coordinator as of January 1, 2017.

Mrs. Lehman moved.

Mrs. Weaver seconded.

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Ms. Montrose, yes

Mr. Fleming, yes  
Mr. Garlock, yes

E. Association Dues

The Ohio Association of County Boards of Developmental Disabilities (OACB) has increased their dues for 2018. The new amount will be \$22,145.00. For many years prior, we paid \$21,500.00 per year.

The dues remain the same for the Allen County, Family & Children’s First Council (FCFC) at \$1,500.00. Plus we have historically committed \$50.00 for the family engagement fund.

SUPERINTENDENT RECOMMENDATION 98-17: Superintendent Schnipke recommended the Board approve the payment of \$22,145.00 to OACB for the 2018 dues and \$1,550.00 to FCFC for the 2018 dues and the family engagement fund.

Ms. Montrose moved.

Mrs. Weaver seconded.

The roll was called to vote on this issue.

Mr. Stolly, yes  
Mrs. Lehman, abstain

Mrs. Weaver, yes  
Ms. Montrose, yes

Mr. Fleming, yes  
Mr. Garlock, yes

F. Nominating Committee

The Board assigned the Nominating Committee to recommend the 2018 Officers and Committee Assignments.

SUPERINTENDENT RECOMMENDATION 99-17: President Garlock recommended the Board approve the 2018 Nominating Committee as Mrs. Lehman, Mrs. Weaver and Mr. McPheron.

Ms. Montrose moved.

Mr. Fleming seconded.

Mrs. Weaver, yes  
Ms. Montrose, yes

Mr. Fleming, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

G. Sell Van to the Allen County Educational Services Center

The Allen County Educational Services Center (ESC) is in need of a large passenger van to transport students in the community for Transition services. They have no means to purchase a van and have no vehicles of their own. We have found that we no longer need to have 4 large vans. With fewer students, and less staff at the school, three vans will meet our needs sufficiently. In looking at the year of the vehicle,



miles just under 50,000, recent upgrades and blue book value, \$2,999.00 is the recommended selling price. The ESC has agreed they can purchase it for this amount. Our Board supporting the ESC and Transition services is an excellent way to support the concepts of Employment First. It is in line with our mission for when students graduate and request Board services as graduates will be employment-ready with excellent transition services in place.

SUPERINTENDENT RECOMMENDATION 100-17: Superintendent Schnipke recommended the Board approve selling the 2002 Spruce Dodge Ram van to the Allen County Educational Services Center for \$2,999.00.

Mr. Fleming moved.

Mrs. Lehman seconded.

Mr. Fleming, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Ms. Weaver, yes

Ms. Montrose, yes  
Mr. Garlock, yes

H. Special Resolution

## Resolution 101-17

WHEREAS, Mrs. Peggy Cockerell began employment with the Allen County Board of Developmental Disabilities on January 2, 1974 in the position of Home Arts Instructor at Marimor School and became an Instructor on August 31, 1987; and

WHEREAS, became Student Services Coordinator on June 7, 1995; and Director of Education on August 19, 1996;

WHEREAS, during her forty-four years of dedicated service to the Allen County Board of Developmental Disabilities she has earned the admiration and respect of students, parents, families, guardians, co-workers and colleagues for her dedication, leadership, enthusiasm, professionalism, and commitment to children with special educational needs; and

WHEREAS, during her tenure, the changes in the field of special education have been vast; and

WHEREAS, has provided strong leadership in the best practices in special education and has promoted community integration for all children; and

WHEREAS, was instrumental in incorporating a strong arts program in the school curriculum and has written many grants to provide the students at Marimor School with the best arts instruction possible ;  
and

WHEREAS, has been a strong advocate for healthy lifestyles and required the instructors to incorporate daily exercise, healthy eating habits and making healthy choices in the lesson plans at Marimor School;  
and

WHEREAS, has developed many meaningful relationships with individuals who receive services and families, who were supported in their educational decisions for their children, and has brought dignity and respect to each student,

WHEREAS, has dedicated countless hours to issues of special education and has always said ‘this has never been a job to her and she loves every minute of it’ referring to her devotion to special education and the Allen County Board of DD/Marimor School;

NOW THEREFORE, BE IT RESOLVED BY THE ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES, THAT DECEMBER 19, 2017 SHALL BE DECLARED PEGGY COCKERELL DAY IN RECOGNITION OF HER FORTY-FOUR YEARS OF DEDICATED SERVICE TO INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES IN ALLEN COUNTY. THE BOARD DOES HEREBY EXPRESS HEARTFELT APPRECIATION TO MRS. COCKERELL FOR HER SERVICE THROUGH THE YEARS.

In Witness Whereof, we have hereunto set our hand to this Resolution on this 19<sup>th</sup> day of December, 2017.

Mr. Fleming moved.

Mrs. Lehman seconded.

Mrs. Lehman, yes  
Mrs. Weaver, yes

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mr. Garlock, yes

XII. Board Discussion

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mr. Fleming moved to adjourn into Executive Session to discuss the Evaluation and Compensation of the Superintendent at 6:28 p.m.

Mrs. Weaver seconded the motion.

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. Garlock, yes

RECONVENE INTO REGULAR SESSION

Ms. Montrose moved to reconvene into Regular Session at 6:50 p.m.

Mrs. Lehman seconded the motion.

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. Garlock, yes

I. Review and Amendments for the Superintendent's Contract

BOARD'S RECOMMENDATION 102-17: The Board approved the continuation of the Superintendent's contract with an annual salary of \$103,459 plus a one time bonus.

Mr. Fleming moved.

Mr. Stolly seconded.

The roll was called to vote on this issue.

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Ms. Montrose, yes

Mr. Fleming, yes  
Mr. Garlock, yes

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 6:52 p.m.

Ms. Montrose seconded the motion to adjourn.

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Ms. Montrose, yes

Mr. Fleming, yes  
Mr. Garlock, yes

Organizational Board Meeting  
&  
Regular Board Meeting  
January 23, 2018  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

\_\_\_\_\_  
Phyllis Montrose, Recording Secretary