

June 26, 2018

40-18 Approval of the Agenda

41-18 Approval of the Minutes of the May 22, 2018 regular board meeting and the June 6, 2018 special board meeting

Hire of Molly Kersh as a Service and Support Associate

Hire of Devon Warnecke as a Service and Support Associate

Accept the following Inspection Reports

Lima Equipment Company – Equipment Inspection in Marimor School Kitchen

Bell Security Systems, LLC – Security System Inspection – all buildings

Concurrence with the transfers for May 2018

42-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

43-18 Approval to Amend the following Policy Actions:

Policy 4.08	Travel
Policy 6.01	County Board Eligibility
Policy 8.1/6.05	School Age
Policy 8.2/6.06	Education of Children with Disabilities
Policy 8.7/6.07	Free and Reduced Price for Breakfast and Lunch
Policy 8.15/6.18	FANS Network
Policy 8.16/6.04	Early Intervention
Policy 8.17/6.11	Service and Support Administration

44-18 Agreement for Project Search & Approval of Project Search Handbook

45-18 Approve Agreement for Shared Funding for the Family & Children First Council (FCFC)

46-18 Approve Appointment of LODDI, Inc. Board Member

47-18 Approve Marimor School Handbook

48-18 Approve Champaign Residential Services and Ottawa Valley Center Room & Board Contracts

49-18 Approve Service Contract with Marimor Industries, Inc. for Non-Medicaid Services

50-18 Approve Early Intervention Outreach Services

51-18 Approve Agreement for Shared Services with Putnam County

52-18 Approve Agreement with the Allen County Commissioners to Serve as Fiscal Agent for FCFC

53-18 Approval to hire Nicole Wilson as Early Intervention Occupational Therapist (P/T)

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**MINUTES  
June 26, 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, June 26, 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, 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:

Zack C. read the Vision. The vision of the Allen County Board of Developmental Disabilities is: *A community that recognizes the importance and potential of all people.*

Zack has received Board services since 2008. Zack works at ‘We Can Too’ in Auglaize County five days per week and he loves it. He continues to work on improving his work skills and someday hopes to obtain a community job. Zack lives with his Grandma and Grandpa in Elida. He loves spending time with his nephew, Hayden, and his other family members. Zack also has chosen Goodwill Easter Seals to help him do fun things in the community such as: canoeing, playing Frisbee golf, going to the YMCA and many others. Zack is very happy to have had the same direct care provider for many years.

Zack was accompanied by his SSA Jessica Baughman. Jessica has worked at the Board as an SSA since 2013. She also has worked with Zack for that entire time, over five years.

Pledge of Allegiance

**III. Revision and Acceptance of the Agenda**

<u>Item(s) Added</u>	<u>Requested By</u>
Contract with the Allen County Commissioners	Superintendent Schnipke
Contract with Putnam County Board of DD	Superintendent Schnipke
Hire Occupational Therapist (P/T)	Superintendent Schnipke

RESOLUTION 40-18:

Mr. Fleming 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

We had one item of correspondence this month, a thank you card for the “Red Nose Day” donations from Unity Elementary School. We collected 123 boxes of cereal and \$193.00 in cash. The money was sent to the national campaign to fight childhood hunger. The cereal then was the local donation. Two individuals in the FANS Give Back Crew helped deliver the cereal and one of them made a community connection, in that she wants to volunteer at Unity’s food pantry now. The Community Connections Specialist is checking if this can be arranged for her. Unity’s pantry feeds approximately 200-250 people per week.

V. Hearing of the Public

VI. Staff Report

There will be no Staff Report In lieu of Board Training after the meeting.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 41-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on May 22, 2018 and the special meeting held on June 6, 2018 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
  - 1. New Hires
    - a. Molly Kersh was hired as a Service and Support Associate effective May 31, 2018 at an annual salary of \$40,000.
    - b. Devon Warnecke was hired as a Service and Support Associate effective June 11, 2018 at an annual salary of \$37,500.

C. Inspection Reports

Type: Equipment Inspection  
Company: Lima Equipment Company  
Date: May 5, 2018  
Scope: Marimor School Kitchen  
Results: No recommendations.

Type: Security System Inspection  
Company: Bell Security Systems, LLC.  
Date: April 14, 2018  
Scope: Marimor School, Maintenance Garage, Administration Building & Marimor Industries Building  
Results: No recommendations; batteries replaced as needed.

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

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

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 June 2018

B. Administrative

1. Early Childhood & School Age Report – May 2018
2. Quality & Support Services Report – May 2018
3. Service & Support Administration Report – May 2018
4. Human Resources Report – May 2018
  - HR Newsletter – June 2018
5. Community Connections Report – May 2018

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on June 26, 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>
18-046	Father	Family Support Services- Reimbursement for Gas Card
18-047	Mother	Family Support Services- Reimbursement for Gas Card
18-048	Mother	Family Support Services- Reimbursement for Summer Music Therapy Program

ETHICS COUNCIL RECOMMENDATION 42-18: 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

Mr. Garlock, yes

Mr. Stolly, yes

Mrs. Lehman, yes

Mrs. Weaver, yes

Mr. McPheron, yes

B. Finance Committee – Met on June 22, 2018

President Garlock reported that the year to date revenue was approximately \$726,000 over budget and the year to date expenditures were about \$575,000 under budget. There variances are due to timing issues. The Director of Business has been notified by the Ohio Department of Education (ODE) that we will receive a \$60,000 reduction in our IDEA grant this coming fiscal year. The reduction is due to a calculation error that had been made by ODE. This money had been used in the past to help pay the salary and benefit costs of our educational aides.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met on June 26, 2018

- |                  |                  |  |
|------------------|------------------|--|
| 1. Amend Policy: | Policy 4.08      | Travel   |
|                  | Policy 6.01      | County Board Eligibility                       |
|                  | Policy 8.1/6.05  | School Age                                     |
|                  | Policy 8.2/6.06  | Education of Children with Disabilities        |
|                  | Policy 8.7/6.07  | Free and Reduced Price for Breakfast and Lunch |
|                  | Policy 8.15/6.18 | FANS Network                                   |
|                  | Policy 8.16/6.04 | Early Intervention                             |
|                  | Policy 8.17/6.11 | Service and Support Administration             |

We continue to update the Policy Manual. This month the majority of the changes involve the policy number as ‘Programs’ is being moved to the open Chapter 6. The Eligibility policy has changes in practice as we will be returning to completing OEDI and COEDIs for all eligibility determinations. There is an inclusion of provisional basis eligibility if a situation warrants further review after a certain period of time. Changing back to the OEDI/COEDI has been decided on after careful review of the determinations completed the past two years.

POLICY COMMITTEE RECOMMENDATION 43-18: The Policy Committee recommended and so moved that the Board amend Policies 4.08, 6.01, 8.1/6.05, 8.2/6.06, 8.7/6.07, 8.15/6.18, 8.16/6.04 and 8.17/6.11 as presented.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

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

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Fleming, yes  
Ms. Montrose, yes

## XI. New Business

### A. Agreement for Project Search & Approval of Project Search Handbook

Project Search is the job training and placement program we offer where high school seniors defer graduation for one year to participate in this intensive internship program. We partner with St. Rita’s Medical Center where students rotate through several internships in areas such as: nutrition services, grounds keeping, housekeeping, central transportation, medical records, NICU, fitness center, pedi-rehab, employee health, human resources and central processing. This past year, six of the seven students obtained community jobs before graduation. There are 11 students currently signed up for the 2018-2019 school year.

An updated ‘Agreement of Roles and Responsibilities for Project Search’ agreement is with our Board, St. Rita’s Medical Center and Marimor Industries. It also outlines the role of the Opportunities for Ohioans with Disabilities as they will not sign the agreement; however, they will provide a letter of support. The Project Search Handbook has been edited as presented.

SUPERINTENDENT RECOMMENDATION 44-18: The Superintendent Schnipke recommended that the Board approve the revised ‘Agreement of Role and Responsibilities for Project Search’ and the 2018-2019 Project Search Handbook.

Ms. Montrose moved.

Mr. Stolly seconded the motion.

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

Mr. Fleming, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Stolly, yes

B. Approve Agreement for Shared Funding

For many years, we have entered into an agreement for shared funding with our partners in the Allen County Family and Children First Council to meet the needs of children who are involved with multiple systems due to the intensity of needs. The Family & Children First Council (FCFC) Shared Funding Agreement is the overarching agreement on how the funds will be allocated by each agency and then handled by the County. Each agency then attaches a separate agreement on the use of the funds. We have increased our previous contribution from \$15,000.00 to \$17,750.00 with more funds allocated for the administration of Council. Due to the financial challenges of FCFC in recent years the three main partners: Allen County Children Services Board, Mental Health and Recovery Services Board of Allen, Auglaize and Harding Counties and the Allen County Board of DD have all agreed to allocate more for the administrative duties. In the past few years we have not spent all the funds allocated. With current budgeting numbers it does not seem we will have to contribute the entire amount allocated for administrative duties; however, we would like these funds available as the other agencies are doing in case they are needed. Cost share funds will also be handled differently from past years as the lead agency will bill the other partners for signed cost share agreements. This is similar to how these funds are handled in the adult world with cost shares.

SUPERINTENDENT RECOMMENDATION 45-18: Superintendent Schnipke recommended that the Board approve the agreement with the Allen County Board of Commissioners, Allen County Children Services Board and the Mental Health and Recovery Services Board of Allen, Auglaize and Hardin Counties for shared funding for children involved with multiple systems due to the intensity of their needs. The Board of DD will commit up to \$17, 750.00 from July 1, 2018-June 30, 2019 for administrative costs and cost sharing agreements for multi-system youth who have developmental disabilities.

Mrs. Lehman moved.

Mrs. Weaver seconded the motion.

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mrs. Weaver, yes

Mr. Garlock, yes

C. Approve Appointment of LODDI, Inc. Board Member

The LODDI, Inc. board has recommended that Matthew Rockhold be appointed to his first term on the LODDI, Inc. board replacing Dennis Rockhold. Dennis has served the maximum of three terms. Matthew's term will run through June of 2021. Matthew lives in Shawnee and is a pilot with NetJets Aviation. He also holds an electrician certificate. Matthew is very excited to be serving on the LODDI, Inc. Board and said he feels a personal calling to help those in need.

SUPERINTENDENT RECOMMENDATION 46-18: Superintendent Schnipke recommended that the Board appoint Matthew Rockhold to his first term on the LODDI, Inc. board effective July 1, 2018 through June 30, 2021.

Mr. Fleming moved.

Mr. Stolly seconded the motion.

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

Mr. McPheron, yes  
Mrs. Weaver, yes

Ms. Montrose, yes  
Mr. Fleming, yes

D. Approve Marimor School Handbook

SUPERINTENDENT RECOMMENDATION 47-18: Superintendent Schnipke recommended that the Board approve the Marimor School Handbook for the 2018-2019 School Year.

Ms. Montrose moved.

Mrs. Weaver seconded the motion.

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

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

E. Champaign Residential Services and Ottawa Valley Center Room & Board Contracts

Each year we enter into contracts for the provision of Room and Board compensation for Champaign Residential Services, Inc. (CRSI) and Ottawa Valley Center (OVC) as they provide residential services in licensed group home facilities. The Board is only billed for what the individual residents cannot pay. For CRSI the rate per day is increasing from \$24.03 to \$24.43. The approximate cost to the Board annually will be \$8,000.00. For OVC, the rate per day is increasing from \$24.92 to \$25.45. The approximate cost to the Board annually will be \$7,400.00.

The cost to the Board is minimal as the residents' resources cover the vast majority of room and board costs; however, due to rising costs and many vacancies in the CRSI system we agreed in negotiations to close one licensed home with multiple vacancies. This should result in a savings for the residents, as well as the Board. CRSI continues to have difficulty staffing all these separate homes too.

SUPERINTENDENT RECOMMENDATION 48-18: Superintendent Schnipke recommended the Board approve the Room & Board Contracts for Individuals Living in a Licensed Facility at a daily cost of \$24.43 for Champaign Residential Services, Inc. and \$25.45 for Ottawa Valley Center, Inc. for the period of July 1, 2018- June 30, 2019.

Mr. Fleming moved.

Mr. McPheron seconded the motion.

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

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. McPheron, yes

F. Service Contract with Marimor Industries, Inc. for Non-Medicaid Services

We have completed contracts with all our service providers for the provision of non-Medicaid services for fiscal year 2018- 2019. The contract with Marimor Industries, Inc. (MII) is the only one that will exceed



\$50,000 for the year requiring Board approval. The anticipated cost of non-Medicaid services with MII for fiscal year 2018-2019 is \$200,000. This represents services for approximately 50 individuals.

SUPERINTENDENT RECOMMENDATION 49-18: Superintendent Schnipke recommended that the Board enter into a contract with Marimor Industries, Inc. for the provision of non-Medicaid services to individuals served by the Board for the period of July 1, 2018- June 30, 2019.

Ms. Montrose moved.

Mr. Stolly seconded the motion.

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

Mrs. Weaver, yes  
Mr. McPheron, yes

Mr. Fleming, yes  
Ms. Montrose, yes

G. Early Intervention Outreach Services

The Family and Children’s First Council has recommended our agency provide the Early Intervention Outreach Services for fiscal year 2019. Rachael Staley, EI Supervisor will provide these services as part of her duties. Services will include hospital and doctor office visits and marketing of EI services for families.

SUPERINTENDENT RECOMMENDATION 50-18: Superintendent Schnipke recommended that the Board enter into a contract with the Board of Allen County Commissioners for provision of Early Intervention Outreach services for \$15, 440 for the period of July 1, 2018- June 30, 2019.

Mr. Stolly 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

H. Agreement for Shared Services with Putnam County

The Putnam County Board of Developmental Disabilities would like to contract with us for Human Resources/Admin Assistant services. The majority of the services are helping them prepare a policy manual and making sure their Human Resource policies are up to date. They would like some assistance in preparing the HR information for Accreditation this fall. The Administrative Assistant in HR will give up to 5 hours weekly of support, primarily through email. The compensation will be \$35.00 per hour, which includes travel time. The term of the contract will be July 1, 2018 through June 30, 2019.

The Putnam County Board of Developmental Disabilities would also like to contract with us for up to five hours of week for guidance, mentoring and training in behavior support assessments, human rights, positive supports and assist the Putnam County Board in developing behavior support system that is compliant with DODD rules and best practices. Furthermore, they would like us to provide support and assistance in preparing for an upcoming Accreditation review. The compensation will be \$31.00 per hour, which includes travel time. The term of the contract will be July 1, 2018 through June 30, 2019.

SUPERINTENDENT RECOMMENDATION 51-18: Superintendent Schnipke recommended that the Board enter into agreements for Human Resources/Administrative Support services, Behavior Support Services and assistance with Accreditation for the Putnam County Board of Developmental Disabilities.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

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

Mrs. Lehman, yes  
Mr. Stolly, yes

Mr. McPheron, yes  
Mrs. Weaver, yes

I. Agreement for Family & Children First Council Fiscal Agent

The Allen County Commissioners have requested that our Board continue as the fiscal agent for the Allen County Family and Children First Council through the next fiscal year (July 1, 2018 through June 30, 2019).

SUPERINTENDENT RECOMMENDATION 52-18: Superintendent Schnipke recommended that the Board enter into agreement with the Allen County Commissioners to serve as the fiscal agent for the Allen County Family and Children First Council from July 1, 2018 through June 30, 2019.

Mr. McPheron moved.

Mr. Stolly seconded.

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

Mr. McPheron, yes  
Mrs. Weaver, yes

Ms. Montrose, yes  
Mr. Fleming, yes

J. Approval to Hire Early Intervention Occupational Therapist (Part Time)

We have been searching for a Part Time Occupational Therapist (OT) for our Early Intervention program since December of last year. When we originally posted the position we were advised by Ohio Means Jobs that our salary was too low. After receiving no applicants, the position was regraded and posted again. We have found an individual that we are interested in hiring but her required hourly rate is \$4.05 over the range. This individual currently works for Lima Memorial Hospital and currently works with our EI team and families. By hiring our own OT, the Board will not only save money by not having to contract for OT Services, we will also be able to provide more OT hours to families.

SUPERINTENDENT RECOMMENDATION 53-18: Superintendent Schnipke recommended that the Board hire Nicole Wilson as the Early Intervention Occupational Therapist (Part Time) at an hourly rate of \$35.00

Mrs. Lehman moved.

Mr. Fleming seconded.

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

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman

XII. Board Discussion: Special Board Meeting for LODDI, Inc. Home Construction  
A special board meeting will be held on Monday, July 23, 2018 at 7:30 a.m. in the Administration Board room.

XIII. Other Items to Come Before the Board

Mrs. Lehman, who has been the regional representative at the Ohio Association of County Boards for our region since 2003, informed the Board that she will not be running for re-election to this position. She stated that the OACB Board is a great board to be on and they deal with very important issues. Mrs. Lehman stated that she would be willing to discuss the position with any of the other board members who may be interested in running for the position.

ADJOURN INTO EXECUTIVE SESSION

Ms. Montrose moved to adjourn into Executive Session to discuss MEA Negotiations at 6:21 p.m.

Mr. Fleming seconded the motion.

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

Mr. McPheron, yes  
Mrs. Weaver, yes

Ms. Montrose, yes  
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mr. Fleming moved to reconvene into Regular Session at 7:05 p.m.

Ms. Montrose seconded the motion.

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

Ms. Montrose, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

XIV. Adjournment

Mr. Fleming moved to adjourn the meeting at 7:06 p.m.

Mr. Stolly seconded the motion to adjourn.

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

Mr. Stolly, yes  
Mrs. Lehman, yes

Mrs. Weaver, yes  
Mr. McPheron, yes

Regular Board Meeting  
August 28, 2018  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801



---

Chris Calvelage, Clerk

---

Phyllis Montrose, Recording Secretary