

August 28, 2018

55-18 Approval of the Agenda

56-18 Approval of the Minutes of the June 26, 2018 regular board meeting and the August 3, 2018 special board meeting

Hire of Erin Funk as an Educational Aide – One on One

Transfer of Lisa Ricker from Intervention Specialist to Substitute Intervention Specialist

Transfer of Crystal Boroff from Educational Aide –One on One to Substitute Educational Aide

Retirement of Donna Lawrence as Transition Carryover Employee – Scanner/Clerical Support

Resignation of Kelsey Garmon as Long Term Substitute Intervention Specialist

Resignation of Terry Partin as Service and Support Associate

Resignation of Elizabeth Young as Intervention Specialist

Resignation of Tabitha Casey as Long Term Substitute Intervention Specialist

Accept the following Inspection Reports

Brumbaugh-Herrick, Inc. – Three Year Asbestos Inspection

Concurrence with the transfers for June and July 2018

57-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

58-18 Approve Outside Employment Review - Tammy DeLong

59-18 Approve Substitute Rates of Pay

60-18 Approve ACBDD Job Grade Index

61-18 Approve Updated Job Descriptions

62-18 Approval to Create Medicaid Assessment Position

63-18 Approve Non-Union Salary Increases

64-18 Approve the following Policy Actions:

Amend Policy:	Policy 1.13	Table of Organization
	Policy 2.03	Breastfeeding
	Policy 2.04	Healthy Foods & Healthy Vending
	Policy 5.15	Sick Leave for Non-Union Employees
	Policy 6.06/6.04	Education of Children with Disabilities

Adopt Policy:	Policy 5.36	Disability Separation
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Abolish Policy:	Policy 2.05	Healthy Vending
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65-18 Recommend Placing Items on GovDeals.net for Auction

66-18 Approve Revised School Calendar for 2018-2019

67-18 Approve Service Contracts with the Ohio Department of Developmental Disabilities

68-18 Approve Staff In-service Budget

69-18 Ratify Marimor Education Association Negotiated Agreement

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES August 28, 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, August 28, 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, excused

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:

This month Joyce Diller 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.*

Joyce has been employed at the agency since 2012. She has held several positions in various departments as we reorganized services for efficiency. Joyce began her career at the Board in the Community Support Services Department as the scanner for individual records and meeting notification coordinator. She moved to administration where she scanned Board records more broadly. She has been instrumental in our change from Alchemy to DocRecords over the past several years. On January 4, 2018, Joyce started in her current role as a Secretary/Receptionist. She is now greeting all the guests in the Marimor School building with a smiling face.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 55-18:

Ms. Montrose moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

IV. Correspondence

There were two items of correspondence this month. First, we received the official letter and three-year certificate of Accreditation from the Ohio Department of Disabilities Director John Martin. Second, we received a very nice email from Joel Hatfield, Interim Superintendent at the Allen County Educational Service Center complimenting us on the condition of our buildings as they were moving in and preparing for the upcoming pre-school year.

V. Hearing of the Public

VI. Staff Report

Jana McVetta, Director of Quality and Support Services gave a final report on the Provider Partnership Pilot Project that ended in August 2018.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 56-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on June 26, 2018 and the special meeting held on August 3, 2018 of the Allen County Board of Developmental Disabilities.
- B. Accept Personnel Report
 - 1. New Hires
 - a. Erin Funk was hired as an Educational Aide – One on One effective August 14, 2018 at an hourly rate of \$10.86.
 - 2. Transfers
 - a. Lisa Ricker transferred from an Intervention Specialist effective August 15, 2018 to Substitute Intervention Specialist effective August 16, 2018 at an hourly rate of \$13.00.
 - b. Crystal Boroff transferred from an Educational Aide – One on One to a Substitute Educational Aide effective August 16, 2018 at an hourly rate of \$10.00.
 - 3. Terminations
 - a. Donna Lawrence retired as a Transition Carry-Over Employee – Scanner / Clerical Support effective July 31, 2018.
 - b. Kelsey Garmon resigned as a Long Term Substitute Intervention Specialist effective August 15, 2018.
 - c. Terry Partin resigned as a Service and Support Associate effective August 13, 2018.
 - d. Elizabeth Young resigned as an Intervention Specialist effective August 15, 2018.

- e. Tabitha Casey resigned as a Long Term Sub Intervention Specialist effective August 15, 2018.

C. Inspection Reports

Type: Three Year Asbestos Inspection
 Company: Brumbaugh-Herrick, Inc.
 Date: August 9, 2018
 Scope: Marimor School, Administration Building, Marimor Industries
 Results: No recommendations

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during June and July 2018.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. McPheron, yes
 Mr. Fleming, yes

Ms. Montrose, yes
 Mrs. Lehman, yes

Mrs. Weaver, yes
 Mr. Garlock, yes

VIII. Superintendent's Report

- A. Superintendent Report for July and August 2018

- B. Administrative

1. Early Childhood & School Age Report – June and July 2018
2. Quality & Support Services Report – June and July 2018
 - LODDI – June Meeting Minutes, April and May Financials
3. Service & Support Administration Report – June and July 2018
4. Human Resources Report – June and July 2018
 - HR Newsletter – July and August 2018
5. Community Connections Report – June and July 2018

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on August 28, 2018

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

Vendor	Relationship	Service
18-049	Grandmother	Family Support Services- Respite Care
18-050	Mother	Family Support Services- Reimbursement

18-051	Brother	for Gas Card Family Support Services- Respite Care
18-052	Guardian	Family Support Services- Reimbursement for Gas Card
18-053	Mother	Family Support Services- Reimbursement for Equestrian Therapy Sessions
18-054	Mother	Family Support Services- Reimbursement for Adaptive Equipment
18-055	Guardian	Family Support Services- Reimbursement for Gas Card
18-056	Mother	Family Support Services- Reimbursement for Gas Card

ETHICS COUNCIL RECOMMENDATION 57-18: 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
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Mr. Garlock, yes

2. Outside Employment Review

A part-time management employee of the Board, Tammy Delong- Head Cook, submitted for review an outside employment request with Caliber One (COR) Services, Inc. a waiver provider of Home and Community Based Waiver services. Delong is not in a position to award a contract, is planning to work as a provider 8 hours weekly during hours outside her Board employment and understands that provider business is not part of her duties while working for the Board, and should conduct provider business separate from her hours at the Board.

ETHICS COUNCIL RECOMMENDATION 58-18: The Ethics Council recommended and so moved the Board certify the review of one part-time management employee working as a provider of waiver services 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.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

B. Finance Committee – Met on August 24, 2018

President Garlock reported that the year-to-date revenue was approximately \$5.7 million, which was \$267,500 over budget. Year-to-date expenditures were about \$5.8 million, which was approximately \$1.3 million under budget. The State Match has been lower than what was budgeted. Also, the delay on the LODDI home also has had an effect on the year-to-date expenditures. TCM billing is down by \$150,000.

C. Personnel Committee- Met on August 3, 2018

1. Substitute Rates of Pay

Due to the increased difficulty in securing substitute Intervention Specialists and substitute Education Aides it is recommended to increase the rate of pay to \$15.00 per hour and \$10.25 per hour respectively, effective August 20, 2018.

PERSONNEL COUNCIL RECOMMENDATION 59-18: The Personnel Council recommended and so moved the Board approve the amended substitute rates of pay.

Mr. Fleming moved.

Mrs. Weaver seconded the motion.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

2. ACBDD Job Grade Index

Due to a numbering error in the point calculations in the four highest job grades, a corrected scoring of the Board Job Grade Index was submitted for approval.

PERSONNEL COUNCIL RECOMMENDATION 60-18: The Personnel Council recommended and so moved the Board approve the amended Job Grade Index as presented.

Mr. Fleming moved.

Mr. McPheron seconded the motion.

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Garlock, yes

3. Updated Job Descriptions

A partial review of Job Descriptions was completed this year. Most were simple changes; however, note the change in title for the Medicaid Services Specialist to Medicaid Services Supervisor. With the growth of Medicaid and the added important financial responsibilities in the Quality & Support Services Department, we believe it is time to add supervisory duties as we add the Medicaid Assessment Specialist position. Also, two other positions were regraded due to added duties with shared services contracts. This includes the abolishment of the Transition/Carryover Employee- Scanner/Clerical Specialist due to the contract expiring and the employee retirement

Position		
Code	Title	Changes
AD-202	Human Resources Director	Added additional duties pertaining to support for other entities the Board may contract with for shared services; regraded.
AD-205	Records Clerk	Updated to reflect a flexible work week instead of a standard work week.
AD-206	Transition Carry Over-Scanner/Clerical Specialist	Abolished.
AD-208	Administrative Assistant – Human Resources	Added additional duties pertaining to administrative support for other entities the Board may contract with for services; regraded.
AD-304	Technology Coordinator	Updated to reflect a standard work week instead of a flexible work week.
AD-502	Director of Business	Removed one direct report due to the retirement of a transition carryover employee.
CS-108	Educational Aide	Updated to reflect new hours of work and number of days and abolish one position no longer needed.
CS-118	One-on-One Educational Aide (temporary)	Abolish due to no longer being needed with a student returning to his home school district.
CS-306	Intervention Specialist	Abolish due to reduction of students.
CS-500	Director of Education and Early Intervention	Updated employees supervised due to job abolishments.
QS-308	Medicaid Services Specialist	Updated to Supervisor of the new Medicaid Assessment Specialist position; regraded.
QS-408	Director of Quality & Support Services	Updated to reflect the new Medicaid Assessment Specialist position.
SC-207	Administrative Assistant – Service and Support Administration/Business	Removed job duties pertaining to Medicaid and Non-Medicaid assessments, quality assurance checks and maintenance of the waiting lists and waiting list forms due to the new Medicaid Assessment Specialist position. Added more scanning duties with abolishment of Transition Carry Over employee.
SC-310	Project SEARCH Instructor	Updated to reflect new hours of work and number of days.
SC-406	Service and Support Administration Director	Updated to account for the new Medicaid Assessment Specialist position and duties.
SC-402	Service and Support Associate Supervisor	Updated to account for the new Medicaid Assessment Specialist position and duties.

PERSONNEL COUNCIL RECOMMENDATION 61-18: The Personnel Council recommended and so moved the Board approve the amended job descriptions as presented.

Mr. Fleming moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Weaver, yes

Mr. Fleming, yes

Mr. Garlock, yes

4. Create Position

The change in the Waiting List rule and subsequent required assessments leads to the creation of a new position to handle all these duties. This will be called Medicaid Assessment Specialist and will be located in the Quality & Support Services Department under the Medicaid Services Supervisor. In addition to the very important work of implementing the new Waiting Rule and assessing more than 400 individuals under the new system, this staff member will complete other required waiver assessments, further helping the SSA

staff who have an overabundance of responsibilities. We expect over time this position will evolve and handle duties related to County Board funded services. This position will be partially reimbursed through the Medicaid Administrative Claiming (MAC) program.

PERSONNEL COUNCIL RECOMMENDATION 62-18: The Personnel Council recommended and so moved the Board approve the creation of the new position of Medicaid Assessment Specialist in grade 800.

Mr. Fleming moved.

Mrs. Lehman seconded the motion.

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. Garlock, yes

5. Non-Union Salary Increases

We used the Consumer Price Index as a starting point for non-union salary increases with 49 non-union staff eligible for increases. Both a nominal base increase and a merit increase were considered for the recommendations. If a staff member received an increase another time this year, for example due to promotion or job change, their annual increase was applied at that time.

PERSONNEL COUNCIL RECOMMENDATION 63-18: The Personnel Council recommended and so moved the Board approve the non-union salary increases.

Mr. Fleming moved.

Mr. McPheron seconded the motion.

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Mr. Garlock, yes

D. Planning Committee

E. Policy Committee - Met on August 28, 2018

Policy 1.13 Table of Organization has been updated to reflect the abolishment of one Transition/Carry Over position, a new part-time Occupational Therapy position, addition of the new Medicaid Assessment Specialist and the upgrading of the Medicaid Services Specialist to Medicaid Services Supervisor.

Policy 2.03 Breastfeeding has been updated with authority added; limited to up to one year as law requires.

Policy 2.04 Healthy Foods & Healthy Vending combines two policies and has been updated. Due to this combination Policy 2.05 will be abolished.

Policy 5.15 Sick Leave for Non-Union Employees has been updated in relationships to match some CORSA recommendations, including the addition of step-child and step-parent for use of sick leave benefits. Added sick leave usage for death only for great-grandparents and aunts/uncles.

Policy 5.36 New policy at recommendation of Board counsel.

Policy 6.06 Education for Children with Disabilities was incorrectly numbered in June 2018. Policy

number should be 6.04.

POLICY COMMITTEE RECOMMENDATION 64-18: The Policy Committee recommended and so moved the Board amend Policies 1.13, 2.03, 2.04, 5.15, 6.04 as presented, and further recommended adopting Policy 5.36 and abolishing Policy 2.05.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

XI. New Business

A. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 65-18: 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.

TAG # DESCRIPTION

20139 Teacher desk
20892 4 drawer filing cabinet
21786 Brown desk w/drawers
24066 Tan bookcase
24908 3 Hole punch
24995 Desk
26009 Blue & white bookshelf on wheels
26335 Sony Cybershot Camera
27287 HP Elitebook 8560p
27290 HP Elitebook 8560p
27296 HP Elitebook 8560p
27301 HP Elitebook 8560p
27346 Docking Station
27350 Docking Station
27351 Docking Station
27352 Docking Station
27353 Docking Station
27354 HP Elitebook 8560p
27355 HP Elitebook 8560p
27356 HP Elitebook 8560p
27398 Docking Station
27402 Docking Station
27413 HP Elitebook 8560p
27414 HP Elitebook 8560p
27419 HP Elitebook 8560p
27425 Docking Station

27426 Docking Station
27429 Docking Station
27430 Docking Station
27486 HP Elitebook 8560p
27488 Docking Station
27493 Docking Station
27554 HP ZBook15
27596 HP ZBook15
27598 HP ZBook15
27599 HP ZBook15
27603 HP ZBook15
27604 HP ZBook15
27903 Docking Station
27910 Docking Station
27912 Docking Station
27913 Docking Station
27915 Docking Station
27916 Docking Station
27919 Docking Station
27921 Docking Station
27922 Docking Station
27926 Docking Station
27927 Docking Station
27928 Docking Station
27930 Docking Station
27931 Docking Station
27935 Docking Station
27936 Docking Station
27938 Docking Station
27940 Docking Station
27971 HP Elitebook 8560p
27972 HP Elitebook 8560p
27973 HP Elitebook 8560p
27976 HP Elitebook 8560p
27978 HP Elitebook 8560p
27981 HP Elitebook 8560p
27983 HP Elitebook 8560p
27986 HP Elitebook 8560p
27988 HP Elitebook 8560p
27990 HP Elitebook 8560p
27992 HP Elitebook 8560p
27998 HP Elitebook 8560p
28000 HP Elitebook 8560p
28001 HP Elitebook 8560p

NN APC Battery backup
NN Art - Misc supplies
NN Audio Equipment & head phones
NN Books
NN Computer Items - Misc - black Dell charger
NN Educational items - Misc including magazines
NN Janitorial/Maintenance - Misc supplies (2
NN Music - misc items

- Office Supply - Misc - diskette holders, binders, sheet protectors, label clips, hole punch, 2 tier small brown bookshelfetc
- NN Printer - Epson C88
- NN Printer - Epson C88
- NN Printer - Epson C88
- NN Printer - Epson C88
- NN Printer Toner TN650 (2) and Drum DR620 (2)
- NN Toys
- NN Tray for wheelchair

Ms. Montrose moved.

Mr. Fleming seconded the motion.

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

B. Revised School Calendar for 2018-2019

Due to an agreement in the 2018-2021 Negotiated Agreement with the Marimor Education Association, the revised calendar was submitted for approval.

SUPERINTENDENT RECOMMENDATION 66-18: Superintendent Schnipke recommended the Board approve the revised Marimor School calendar for the 2018-2019 School Year as presented.

Mr. McPheron moved.

Mrs. Weaver seconded the motion.

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

C. Approve Service Contracts with the Ohio Department of Developmental Disabilities

Two contracts with the Ohio Department of Developmental Disabilities needed Board approval due to the continued need for short term stabilization services for two young men at Northwest Ohio Developmental Center (NODC), a division of the Ohio Department of Developmental. Per day costs are \$775.54. At the current state match percentage of 36.99%, our cost will be \$286.87 per day. Both men are expected to move back to Allen County in the next year.

SUPERINTENDENT RECOMMENDATION 67-18: Superintendent Schnipke recommended that the Board enter into the continued contracts with the Ohio Department of Developmental Disabilities for short term stabilization services for two young men currently in care at NODC. The contracts shall each not exceed \$104,708.37.

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

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

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

D. Approve Staff Inservice Budget

This year the all staff in-service will be held on September 7, 2018. Training is planned throughout the day with several guest presenters as well as our own staff providing information on all required topics. This will be the third year we have also used this day for a Staff Appreciation event in lieu of another outside, after hours gathering. On this day we will present service awards and two special awards, the Weinheimer Advocacy Award and the Commitment to Service Excellence Award. Lunch will be provided as this is a very packed day with all hours filled with requirements. Additionally, our United Way campaign will kick off at the all staff in-service. For the past two years the incentive we offered was very successful for the campaign so we would like to repeat this endeavor.

SUPERINTENDENT RECOMMENDATION 68-18: Superintendent Schnipke recommended that the Board approve up to \$3,500.00 for the Staff Inservice Day, Service Awards, Special Awards and the United Way incentive.

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

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

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. Garlock, yes

XII. Board Discussion

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

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

Mr. McPheron seconded the motion.

Ms. Montrose, yes
Mrs. Lehman, yes

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Mr. Garlock, yes

RECONVENE INTO REGULAR SESSION

Mr. McPheron moved to reconvene into Regular Session at 7:15 p.m.

Ms. Montrose seconded the motion.

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

SUPERINTENDENT RECOMMENDATION 69-18: Superintendent Schnipke recommended the ratification of the Negotiated Agreement between Marimor Education Association and the Allen County

Board of Developmental Disabilities effective July 1, 2018 through June 30, 2021.

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

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

Mrs. Weaver, yes
Mr. McPheron, yes

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Garlock, yes

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 7:20 p.m.

Mrs. Weaver seconded the motion to adjourn.

Mr. Fleming, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mrs. Weaver, yes

Mr. McPheron, yes
Mr. Garlock, yes

Regular Board Meeting
September 25, 2018
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary