

September 25, 2018

70-18 Approval of the Agenda

71-18 Approval of the Minutes of the August 28, 2018 regular board meeting

Hire of Nancy Kizer as a Long Term Intervention Specialist

Transfer of Alyssa Plontz from Part-Time Early Intervention Service Coordinator to
Service and Support Associate

Transfer of Slone Whetstone from Service and Support Associate to Medicaid Assessment
Specialist

Accept the following Inspection Reports

Underground Storage Tanks – Petroleum Underground Storage Release Compensation Board

Fire System Inspection – Bell Security Systems, LLC

Fire Inspection – Bath Township Fire Department

Concurrence with the transfers for August 2018

72-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate
Family Member of Eligible Individual

73-18 Approve Outside Employment Review for the following Individuals:

Cary Hengsteler

Dustin Pritchett

Louisa Crawford

Pennie Ingram

74-18 Approve the Amendment of the following Policies:

Policy 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction

Policy 6.10 Waiting List

75-18 Accept Bid for Construction of Residential Home for LODDI, Inc.

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

September 25, 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, September 25, 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 at 5:57 pm	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: *Supporting individuals with developmental disabilities in Allen County by strengthening partnerships and providing high quality services.*

Vision:

Joe B. read the Vision. *A community that recognizes the importance and potential of all people.*

Joe has received services from the Board since 2003. He works at Westgate Lanes approximately 20 hours per week when bowling leagues are in full swing. Joe has worked at Westgate for eight years but has recently begun searching for employment with more hours. Currently, Marimor provides job follow along services. Joe drives so he only uses transportation services if he has car trouble. Joe lives on his own but does have assistance from his Level One waiver. Goodwill helps Joe with leaning to cook and is teaching him about healthy eating habits, as well as accessing services at the YMCA. Fitness is very important to Joe. Joe is very involved in Special Olympics with basketball, bowling and track being his sporting preferences.

Joe's Service and Support Associate is Cody Bowersock. Cody has worked at the Board since 2007 and has worked with Joe since that time. Cody began his career as an Employment Specialist and Employment Coordinator in Adult Services and then transferred to SSA in 2015. Cody lives in Van Wert with his wife and three young children. Cody is one of our staff members that is able to take advantage of the Teleworking Policy and is able to work from home 2-3 days per week. Cody is a member of the Good Life team at the Board which takes extra time in his already full schedule. We are happy to have Cody on the Good Life team.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 70-18:

Ms. Montrose moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mrs. Weaver, yes

Mr. Garlock, yes

IV. Correspondence

There was one correspondence to share this month. An email was received from the Ohio Department of Education informing us that our Special Education Rating is 'Meets Requirements' for the 2016-2017 school year. (The four categories are: Meets Requirements, Needs Assistance, Needs Intervention or Needs Substantial Intervention.)

V. Hearing of the Public

VI. Staff Report

There was no staff report in lieu of Board Training immediately following the Board meeting.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 71-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on August 28, 2018.
- B. Accept Personnel Report
 - 1. New Hires
 - a. Nancy Kizer hired as a long term intervention specialist substitute effective September 27, 2018 at an hourly rate of \$20.00 per hour.
 - 2. Transfers
 - a. Alyssa Plontz transferred from Part-Time Early Intervention Service Coordinator to Service and Support Associate effective September 20, 2018 at an annual salary of \$38,500.
 - b. Slone Whetstone transferred from Service and Support Associate to Medicaid Assessment Specialist effective September 27, 2018 at an annual salary of \$63,000.
 - 3. Terminations
- C. Inspection Reports

Type: Underground Storage Tanks

Company: Petroleum Underground Storage Release Compensation Board

Date: August 3, 2018
Results: Master certificate of coverage awarded.

Type: Fire System Inspection
Company: Bell Security Systems, LLC
Date: July 22, 2018
Scope: Administration Building, Marimor School, Maintenance Garage and Marimor Industries Building
Results: No recommendations; all systems passed.

Type: Fire Inspection
Company: Bath Township Fire Department
Date: 2018
Results: Certificate of inspection received; award for being violation free in 2018.

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

Mrs. Lehman moved.

Mrs. Weaver seconded the motion.

Mr. McPheron, yes
Mrs. Weaver, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Stolly, yes
Mr. Garlock, yes

VIII. Superintendent's Report

A. Superintendent Report for September 2018

B. Administrative

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

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on September 25, 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>
18-057	Mother	Family Support Services- Reimbursement for Gas Card
18-058	Mother	Family Support Services- Reimbursement for Adaptive Equipment

ETHICS COUNCIL RECOMMENDATION 72-18: 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. Stolly, yes	Mrs. Weaver, yes
Mrs. Lehman, yes	Mr. McPheron, yes	Mr. Garlock, yes

2. Outside Employment Review

This month was the all staff in-service where Conflict of Interest forms were handed out with discussion about reporting outside employment for Ethics review. Although there were many staff who reported outside employment, only four were subject to review by the Ethics Committee. All four are substitute staff that work sporadically for our agency and other provider agencies.

1. Cary Hengstler- substitute nurse and custodian; also works for Marimor Industries
2. Dustin Pritchett- substitute ed aide and custodian; also works for Marimor Industries
3. Louisa Crawford- substitute ed aide; also works for Marimor Industries
4. Pennie Ingram- sub custodian; also works at the Allen County RTA

None of these staff are in a position to award a contract; they are not in management positions; they are aware of the provisions of Free Choice of Provider rules, understand separations of duties at each agency and not to engage in business that would compromise Board activities, reputation or conflict with work hours for the Board.

ETHICS COUNCIL RECOMMENDATION 73-18: The Ethics Council so moved the Board certify the four substitute employees working for a provider agency of Home and Community Based waiver services have met all the conditions of §O.R.C. 5126.0221 and §O.R.C. 5126.033 and there is not an ethical conflict in the employment of each staff person.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

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

B. Finance Committee – Met on September 21, 2018

President Garlock reported that the year-to-date revenue was approximately \$8.1 million, which was right or target with the budget. Year-to-date expenditures were about \$6.5 million which was \$1.4 million under budget. This was mainly due to the timing on the home build, several vacancies and a lower match payment than what was originally budgeted.

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met on September 25, 2018

1. Amend Policies

Policy 1.45 was updated to reflect the changes to the RC-2/Records Retention Schedule that will be presented to the Allen County Commissioners for certification of approval on records to be destroyed. The changes in the RC-2 document are in line with guidelines as described.

Policy 6.10 is a rewrite of the entire Waiting List policy due to the substantial change made to the Ohio Administrative Code on how waiting lists are handled in Ohio for developmental disabilities. The name has also been changed to Waiting List for Home and Community-Based Waivers.

POLICY COMMITTEE RECOMMENDATION 74-18: The Policy Committee recommended and so moved the Board amend Policy 1.45 and Policy 6.10.

Ms. Montrose moved.

Mrs. Lehman 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. Accept Bid for Construction of Residential Home for LODDI, Inc.

Bids were opened on Tuesday September 18, 2018 at 2:00 p.m. at the Allen County Commissioner's Office. Four bids were received. The total cost to construct a new residential home at 1208 East North St. Lima, using grant funds awarded to LODDI, Inc. from the Ohio Department of Developmental Disabilities Community Capital Assistance (CCA) Program and the remainder financed by LODDI, Inc., was estimated to be \$344,060.00. (The grant total is not to exceed \$325,000.00 and the grant will only fund up to 90% of the project. More than \$50,000 in pre-bid expenses have been incurred to date.) The lowest bidder was Lancia Homes. Their base bid was \$338,000. There were two alternates. The total cost of the construction without the architect, project management and various other pre-bid fees will be \$358,700.

SUPERINTENDENT'S RECOMMENDATION 75-18: Superintendent Schnipke recommended the Board request the Allen County Commissioners enter into contract with Lancia Homes for the construction of the residential home at 1208 East North Street, Lima for LODDI, Inc. as follows:

Base Construction	\$338,000.00
Alternate #1	\$ 20,700.00
TOTAL	\$358,700.00

Mr. Fleming moved.

Mr. McPheron seconded the motion.

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

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mrs. Weaver, yes

XII. Board Discussion: Strategic Plan 1st Half Update & Satisfaction Surveys

XIII. Other Items to Come Before the Board

Melissa Weaver announced that she was resigning from the Board effective immediately.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:10 p.m.

Mr. Stolly seconded the motion to adjourn.

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

Mr. McPheron, yes
Mrs. Weaver, yes

Ms. Montrose, yes
Mr. Fleming, yes

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


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary

