

October 30, 2018

76-18 Approval of the Agenda

77-18 Approval of the Minutes of the September 25, 2018 regular board meeting

Hire of Lisa Ricker as a Long Term Intervention Specialist

Hire of Melissa Weaver as a Service and Support Associate

Accept the following Inspection Reports

School Environment Inspection – Allen County General Health District

Food Inspection Report – Allen County Health Department

Concurrence with the transfers for September 2018

78-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

79-18 Approval to Create the Individual Support Services Position

80-18 Approval to Close Agency on December 31, 2018.

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**MINUTES
October 30, 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, October 30, 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 McPherson, present
Ms. Phyllis Montrose, excused	Mr. Adam Stolly, excused	Mr. Marty Garlock, present

II. Focus

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.*

The Vision was read by Annette Miller. Annette has been employed with the Board since 2003. She started her career as a filing clerk in the Community Support Services Department. In 2005, she was hired as the Administrative Assistant at the school. Through the years Annette has added duties with the downsizing at the school, such as administrative support to the Early Intervention program. Annette supervises the School Receptionist and is very involved in the operations of the Cafeteria and School Lunch program.

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>
Agency Closure on December 31, 2018	Superintendent Schnipke
Add Executive Session	President Garlock

RESOLUTION 76-18:

Mrs. Lehman moved to approve the agenda.

Mr. Fleming seconded the motion to approve the agenda.

Mrs. Lehman, yes
Mr. Garlock, yes

Mr. McPheron, yes

Mr. Fleming, yes

IV. Correspondence

There was no correspondence this month.

V. Hearing of the Public

VI. Staff Report

Erin Koenig, Behavior Support Specialist and Safety Chairperson presented on the updated Emergency Operations Plan (EOP), safety upgrades made over the summer and those in process now. Also, a new grant is being offered by Attorney General Mike DeWine's office for safety enhancements for all Ohio schools. We will receive \$2,500.00 for our proposal.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 77-18: Superintendent Schnipke recommended the Board consent to the following items:

A. Approval of the minutes from the regular meeting held on September 25, 2018.

B. Accept Personnel Report

1. New Hires

a. Lisa Ricker was hired as an Intervention Specialist effective September 24, 2018 at MEA step BA (1).

b. Melissa Weaver was hired as a Service and Support Associate effective October 11, 2018 at an annual salary of \$37,500.

C. Inspection Reports

Type: School Environment Inspection
Company: Allen County General Health District
Date: October 3, 2018
Scope: Marimor School
Results: Recommendations for playground upgrade on hooks, boiler/storage room lock is hard to open and drinking foundation needs mouth guard adjusted.

Type: Food Inspection Report
Company: Allen County Health Department
Date: October 3, 2018
Scope: Marimor School
Results: "Facility is very clean and in good compliance, thank you!"

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

Mr. McPheron moved.

Mrs. Lehman seconded the motion.

Mr. McPheron, yes
Mr. Garlock, yes

Mr. Fleming, yes

Mrs. Lehman, yes

VIII. Superintendent's Report

A. Superintendent Report for October 2018

B. Administrative

1. Children Services & Early Childhood Report – September 2018
2. Quality & Support Services Report – September 2018
3. Service & Support Administration Report – September 2018
4. Human Resources Report – September 2018
 - HR Newsletter – October 2018
5. Community Connections Report – September 2018

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on October 30, 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>
18-059	Mother	Family Support Services- Reimbursement for Gas Card
18-060	Mother	Family Support Services- Reimbursement for Gas Card

ETHICS COUNCIL RECOMMENDATION 78-18: 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. Lehman seconded the motion.

Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

B. Finance Committee – Met on October 19, 2018

President Garlock reported that the year-to-date revenue was 8.8 million dollars, which was about 3.2% over budget. Year-to-date expenditures were approximately 7 million dollars, which was about 18% under budget. This is mainly due to timing issues and match reconciliation being lower than anticipated. The Finance Committee also reviewed the 1st Draft of the 2019 Budget.

C. Personnel Committee

D. Planning Committee

E. Policy Committee

XI. New Business

A. Create New Position

This year we have been working diligently on the plans to implement the new waiting list rules as approved by the Ohio Department of Developmental Disabilities (DODD) with an implementation date of September 1, 2018. As part of our planning we have been working on combining the Supported Living, Family Support Services and Non-Medicaid Services policies to create a new policy/program called Individual Support Services. We are in the final draft of this new policy and will present this at the November meeting. As part of this significant change in services at the Board, we have decided to eliminate one SSA position and create this new position called the Individual Support Services Coordinator. We want to begin the hiring process now for the position so the implementation of the new program is ready January 1st. There is much work to be completed yet on the process and procedures for this new program; however, all are very pleased with the progress to date. We were able to eliminate the SSA position by a combination of: streamlining the services provided to individuals residing in Nursing Facilities, taking duties off the SSAs such as assessments due to the new Medicaid Assessment Position and by continuing to have three SSA Supervisors who no longer conduct the bulk of the Individual Support Plan (ISP) reviews. They are now more available to mentor, train and assist the SSAs on a daily basis.

SUPERINTENDENT'S RECOMMENDATION 79-18: Superintendent Schnipke recommended that the Board establish the Individual Support Services Coordinator position as presented.

Mr. Fleming moved.

Mrs. Lehman seconded the motion.

Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

B. Agency Closure on December 31, 2018

Due to December 31st falling on a Monday this year, Superintendent Schnipke proposed that the Board alter the program calendar to close the agency that day. With our on-call services, any emergencies that could arise would be covered.

SUPERINTENDENT'S RECOMMENDATION 80-18: Superintendent Schnipke recommended that the Board alter the program calendar to close the agency on December 31, 2018.

Mr. McPheron moved.

Mrs. Lehman seconded.

Mrs. Lehman, yes
Mr. Garlock, yes

Mr. McPheron, yes

Mr. Fleming, yes

XII. Board Discussion:

- A. Appoint Delegate for OACB Conference in November 2018
Mrs. Lehman agreed to be the delegate. Mr. Fleming will also be attending the conference.
- B. Board Training for November 2018
Kelly Schuck from DODD will discuss the changes in Voc Rehab at the November Board Training.
- C. Expiring Board Term for Mr. McPheron
Mr. McPheron has agreed to serve another 4 year term on the Board.
- D. Begin Superintendent Evaluation and Contract Discussion

ADJOURN INTO EXECUTIVE SESSION

Mr. Fleming moved to adjourn into Executive Session to discuss the Evaluation and Compensation of the Superintendent at 6:08 p.m.

Mr. McPheron seconded the motion.

Mr. McPheron, yes
Mr. Garlock, yes

Mr. Fleming, yes

Mrs. Lehman, yes

RECONVENE INTO REGULAR SESSION

Mr. McPheron moved to reconvene into Regular Session at 6:28 p.m.

Mrs. Lehman seconded the motion.

Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mrs. Lehman moved to adjourn the meeting at 6:26 p.m.


Mr. Fleming seconded the motion to adjourn.

Mr. Fleming, yes
Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Regular Board Meeting
November 27, 2018
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Record Secretary