

November 27, 2018

81-18 Approval of the Agenda

82-18 Approval of the Minutes of the October 30, 2018 regular board meeting
Hire of Amber Griesdorn as an Intervention Specialist
Transfer of Angie Wenger from Service and Support Associate to Individual Support Services Coordinator
Disability Separation of Kimberly Osborn
Accept the following Inspection Reports
Security Zone Inspection by Erin Koenig & Tim Richards – ACBDD
Bureau of Workman’s Compensation – Public Employment Risk Reduction Program
Inspection Reports by Tim Richards
Concurrence with the transfers for October 2018

83-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

84-18 Approval of the following Policy Actions

Adopt Policy:	Policy 6.12	Individual Support Services
Amend Policy:	Policy 1.46	Public Records
	Policy 5.2	General Hiring & Employment
	Policy 5.27	Visitors, Volunteers & Interns

85-18 Approval to Create one Educational Aide – One on One (Temporary) Position and Amend the Individual Support Services Coordinator Position

86-18 Approve Master Contract for Housing Acquisition, Development and Management Services with LODDI, Inc.

87-18 Approve Funding for Home and Community Based Waiver Services for 2019

88-18 Approve Preliminary Annual Action Plan for 2019 and Set Public Hearing

89-18 Approve Standard Form of Agreement Between Owner and Contractor

90-18 Approve Contract for Superintendent

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

November 27, 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, November 27, 2018 in the administration board room. President Garlock called the meeting to order at 5:31 p.m. with the following roll call response:

Mr. Tom Fleming, present

Mrs. Linda Lehman, excused

Mr. Bob McPherson, present

Ms. Phyllis Montrose, present

Mr. Adam Stolly, present

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 Natalie and Justin H. Natalie and Justin have been involved with the Board for many years. Justin completed Project Search after high school and they both have gone through Project Stir training. Justin and Natalie are both enrolled on Level One waivers and attend Capabilities Community Club where they spend their days on many community and volunteer activities. Natalie has been in Career Discovery with Capabilities and recently was referred to Opportunities for Ohioans with Disabilities (OOD) to begin the job search process. Natalie and Justin live in Lafayette and are very connected to their community, neighbors and church.

Natalie and Justin were accompanied by Amy Clinger, SSA. Amy has known both Justin and Natalie since they were in high school as she started with our agency in 1998 working many years in Employment Services. In 2016 the VR Contract program moved from Adult Services to the SSA Department and since then Amy has transitioned into the role of an SSA. She started working with Justin and Natalie again in March 2018.

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

RESOLUTION 81-18:

Ms. Montrose moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Fleming, yes

Mr. Garlock, yes

IV. Correspondence

There was an email from Amy Recker, Director of Pre-School Services for the Allen County Educational Service Center (ESC). It is easy to see the difference our collaboration is making for the students and staff of the Allen County ESC Pre-School. We all need more space, so other than that it is all going very well. Kudos to our staff who have lovingly welcomed the ESC to the Board family in the Marimor School building, including hosting a 'welcome' breakfast.

V. Hearing of the Public

VI. Staff Report

There was no staff report in lieu of Board training after the meeting.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 82-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on October 30, 2018.
- B. Accept Personnel Report
 - 1. New Hires
 - a. Amber Griesdorn was hired as an Intervention Specialist effective November 5, 2018 at MEA step BA-0.
 - 2. Transfers
 - a. Angie Wenger will transfer from a Service and Support Associate to an Individual Support Services Coordinator effective December 6, 2018 at an annual salary of \$64,332.
 - 3. Terminations
 - a. Kimberly Osborn went on disability separation effective October 20, 2018. She will have three years to reclaim a similar position within the agency.

C. Inspection Reports

Type: Security Zone Inspection
Company: Erin Koenig & Tim Richards, ACBDD
Date: October 23, 2018
Scope: Administration Building, Marimor School & Maintenance Garage
Results: Bi-annual security zones test. All doors operational, expect two in the Maintenance Garage that Bell Security will be repairing.

Type: Public Employment Risk Reduction Program
Company: Bureau of Workman's Compensation
Date: September 24, 2018
Scope: Administration Building, Marimor School & Maintenance Garage
Hazardous Conditions
Results: There were 4 findings for corrective action. All have been corrected and the training with the Maintenance Foreman and Safety Committee Chair occurred on November 1, 2018.

Type: Inspection Report
Company: Tim Richards, ACBDD
Date: October 10, 2018
Scope: East and West Playgrounds at Marimor School
Results: Rusted bolts noted on any pieces of equipment & disintegration noted with surfacing.

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

Mr. Fleming moved.

Mr. McPheron seconded the motion.

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Fleming, yes

Mr. Garlock, yes

VIII. Superintendent's Report

A. Superintendent Report for November 2018

B. Administrative

1. Children Services & Early Childhood Report – October 2018
 - 2018 DODD Family Questionnaire Report
2. Quality & Support Services Report – October 2018
 - LODDI – July & August 2018 Financials, October 2018 meeting minutes and the 2019 Budget
3. Service & Support Administration Report – October 2018
4. Human Resources Report – October 2018

- HR Newsletter – November 2018
5. Community Connections Report – October 2018

Mr. Garlock asked about the Tech Fair that was held on November 13th. Jana McVetta, Director of Quality and Support Services, reported that the Technology Fair went very well. There were six remote support service companies present and three more joined in remotely. Also, about half of the SSA's were present for the training. There was a total of about 26 people in attendance for the training and many more at the demonstration event.

Additionally, Mr. Garlock asked about LODDI financials and the timing of receiving them. Jana reported that Rea and Associates were behind in getting us the LODDI financial statements. She just received September's financial information. More current months will be in the next board packet.

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>
18-061	Mother	Family Support Services- Reimbursement for Adaptive Equipment

ETHICS COUNCIL RECOMMENDATION 83-18: The Ethics Council recommended and so moved that the Board approve the Direct Service Contract Involving Payment to an Immediate Family Member of an Eligible Individual 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.

Mr. Fleming seconded the motion.

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

B. Finance Committee – Met on November 16, 2018

President Garlock reported year-to-date revenue was about 9.8 million dollars which was about \$925,740 over budget. Year-to-date expenditures were approximately 8.3 million dollars which was about 1.68 million dollars under budget. The Finance Committee reviewed the 2nd Draft of the 2019 Budget. The overall difference between Draft 1 and Draft 2 was about \$60,000. At this point in time, the 10 Year Cash Projection is showing 2024 for the next levy request.

C. Personnel Committee

D. Planning Committee

E. Policy Committee

- | | | |
|------------------|-------------|--------------------------------|
| 1. Adopt Policy: | Policy 6.12 | Individual Support Services |
| 2. Amend Policy: | Policy 1.46 | Public Records |
| | Policy 5.2 | General Hiring & Employment |
| | Policy 5.27 | Visitors, Volunteers & Interns |

Policy 6.12 is a new policy for establishing Individual Support Services that will replace Supported Living, Family Support Services (FSS) and Non-Medicaid Services. This a culmination of the work done this year for the new waiting list rule and to improve our local funding system. The new policy is set up on four tiers and gives families, in certain age ranges, funding levels and choices on spending those funds. The implementation of this policy is January 1, 2019 with the current FSS allocations ending in mid- February. (SL, FSS and Non-Medicaid policies will be abolished at a later date after full implementation of this program.) Even though this is effective Jan. 1, 2019 we will spend the first two months of 2019 ensuring all the current children & adults using local dollars are moved to the new system. Then we will take on new referrals after March 1, 2019. That should allow for a seamless transition without overloading the new coordinator or staff impacted by these changes. All the procedures and forms have yet to be developed but the SSA Director and Individual Support Services Coordinator are beginning the next steps now.

Policy 1.46 is a review and revision to the Public Records policy. Minor changes made to the policy. All related statute reviewed accordingly.

Policy 5.2 is an update to the General Hiring and Employment policy to match changes made in Policy 5.27 and in accordance with OAC§5123-4-01. Added additional background check information.

Policy 5.27 is an update to the Visitor, Volunteer and Intern policy in accordance with OAC §5123-4-01 and conversations with the Ohio Department of Developmental Disabilities as relates to the Friends, Allies & Neighbors Network (FANS). Additionally, information on background checks has been updated, added additional information on training required and then reimbursing individuals for expenses related to Advocacy and Disability Awareness programs.

POLICY COMMITTEE RECOMMENDATION 84-18: The Policy Committee recommended and so moved that the Board amend Policies 1.46, 5.2, 5.27 and then adopt Policy 6.12 as presented effective January 1, 2019 with full implementation by March 1, 2019.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Mr. Stolly, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mr. Garlock, yes

Mr. McPheron, yes

XI. New Business

A. Create a New Position & Amend One Position Description

We created one new Educational Aide – One on One (Temporary) position for a student who left Marimor School for the 2018-2019 school year but now needs to return. He continues to require a One on One Educational Aide. Bath Local Schools has agreed to fully fund this position so we can hire a temporary staff with benefits, instead of relying on a substitute staff. We had this same agreement before the student left to return to Bath.

Also, last month we created the new Individual Support Services Coordinator position and we need to make one change to the position description. After applying the Fair Labor Standards Act Exemption checklist this will be an exempt position.

SUPERINTENDENT RECOMMENDATION 85-18: Superintendent Schnipke recommended the Board create one Educational Aide - One on One (Temporary) Position to be funded by a contract with Bath Local Schools and amend the Individual Support Services Coordinator position description to an exempt position.

Ms. Montrose moved.

Mr. McPheron seconded the motion.

Mr. Fleming, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes

B. Approve Master Contract for Housing Acquisition, Development and Management Services

SUPERINTENDENT RECOMMENDATION 86-18: Superintendent Schnipke recommended the Board renew the Master Contract for Housing Acquisition, Development and Management Services with LODDI, Inc. effective from November 27, 2018 through November 30, 2021.

Mr. Fleming moved.

Mr. McPheron seconded the motion.

The roll was called with the following results;

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Stolly, abstain

C. Funding for Home and Community Based Waiver Services for 2019

Statute §5126.0511 of the Ohio Revised Code says each year the Board must adopt a resolution specifying the amount of funds it will use in the next year to pay the non-federal share of the Medicaid expenditures that the Board is required to pay, in accordance with §5126.0510 and §5126.059 of the Ohio Revised Code. Our match commitment is currently 36.99%. We are now authorizing approximately \$15,400,000.00 in Medicaid services annually for Home and Community Based Waiver Services.

SUPERINTENDENT RECOMMENDATION 87-18: Superintendent Schnipke recommended the Board commit \$1,650,000.00 as payment for the non-federal share of Medicaid expenditures for home and community-based waiver services. The Board will also pay associated fees as required by the State. It is fully understood the payment of the non-federal share represents an ongoing financial commitment by the Allen County Board of Developmental Disabilities. This commitment assumes the continuation of \$2,834,355.00 in State allocation.

Ms. Montrose moved.

Mr. Stolly seconded the motion.

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Stolly, yes

D. Approve Preliminary Annual Action Plan for 2019 & Set for Public Hearing

The 2019 Annual Action Plan was discussed as well as the accomplishments and proposed actions steps that align with the 2018-2021 Strategic Plan. It is recommended we set the date for the Public Hearing on our 2019 Annual Action Plan for Thursday December 13, 2018 at 4:30 p.m.

SUPERINTENDENT RECOMMENDATION 88-18: Superintendent Schnipke recommended the Board approve the Preliminary Annual Action Plan for 2019 and set the Public Hearing for December 13, 2018 at 4:30 p.m. in the Board Conference Room at 2500 Ada Rd Lima, Ohio.

Mr. McPheron moved.

Mr. Stolly seconded the motion.

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Stolly, yes
Mr. Garlock, yes

Mr. Fleming, yes

E. Standard Form of Agreement Between Owner and Contractor

In September 2018 the Board approved a resolution to recommend to the Allen County Commissioners to enter into a contract with Matt Lancia Signature Homes LLC for the purpose of construction of a new home for LODDI, Inc. The final cost of the contract is \$358,700.00. Since that time the Commissioner's Office consulted with the Allen County Prosecutor's Office who recommended the Board of DD sign this contract. This is a very new and unique contract for both of our offices. The Superintendent reviewed the contract and on behalf of LODDI, Inc. approved the contract as was voted on at the September 2018 meeting.

SUPERINTENDENT RECOMMENDATION 89-18: Superintendent Schnipke recommended the Board confirm the contract with Lancia Signature Homes, LLC for the construction of the new home that will be owned and maintained by LODDI, Inc.

Ms. Montrose moved.

Mr. Fleming seconded the motion.

Mr. Stolly, yes
Ms. Montrose, yes

Mr. Fleming, yes
Mr. Garlock, yes

Mr. McPheron, yes

XII. Board Discussion:

A. Appoint Nominating Committee

Mr. Fleming, Mr. McPheron and Mr. Stolly were appointed to the Nominating Committee.

B. Board Training

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mr. McPheron moved to adjourn into Executive Session to discuss compensation of a public employee at 6:15 p.m.

Mr. Stolly seconded the motion.

Mr. Fleming, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes

RECONVENE INTO REGULAR SESSION

Mr. McPheron moved to reconvene into Regular Session at 6:24 p.m.

Mr. Stolly seconded the motion.

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Stolly, yes

F. Approve Contract for Superintendent

The Board discussed in Executive Session on October 30, 2018 and November 27, 2018 the contract renewal and the proposed compensation for the Superintendent. The Board has determined that appropriate data was considered regarding the proposal which included the Ohio Association of County Boards Salary Survey, considering only those counties that are similarly situated with Allen County. Also, considered were the salaries of similar positions in Allen County and the Superintendent's employment and salary history.

BOARD RECOMMENDATION 90-18: The Board recommended the contract with the Superintendent be renewed for the duration of December 1, 2018 through November 30, 2022. The Board recommended increasing the Superintendent's salary to \$106,563.00 retroactive to July 1, 2018. This represents a 3% increase. Additionally, a signing bonus was included in the renewal contract.

It was determined that there was no undue influence by members of the Board who might benefit from the compensation arrangement or whose family member might benefit.

Mr. Fleming moved.

Ms. Montrose seconded the motion.

The roll was called with the following results;

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. Garlock, yes

Mr. Stolly, yes

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 6:26 p.m.

Ms. Montrose seconded the motion to adjourn.

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Stolly, yes
Mr. Garlock, yes

Mr. Fleming, yes

Regular Board Meeting
December 19, 2018
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary