

December 18, 2018

- 91-18 Approval of the Agenda
- 92-18 Approval of the Minutes of the November 27, 2018 regular board meeting  
Concurrence with the transfers for November 2018
- 93-18 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate  
Family Member of Eligible Individual
- 94-18 Approval of the 2019 Budget
- 95-18 Approval of the following Policy Actions:
  - Amend Policy 1.13 Table of Organization
  - Amend Policy 6.18 FANS (Friends, Allies & Neighbors) Network
  - Amend FANS Handbook
- 96-18 Approval to Abolish One Service and Support Associate Position
- 97-18 Approve the 2019 Early Intervention Handbook
- 98-18 Recommend Placing Items on GovDeals.net for Auction
- 99-100 Approval the Final Annual Action Plan for 2019
- 100-18 Approval of the following Due:
  - Ohio Association of County Boards of Developmental Disabilities (OACB)
  - Allen County Family & Children's First Council (FCFC)
- 101-18 Approve Appointment of LODDI, Inc. Board Member
- 102-18 Approve Changes to the following Job Descriptions:
  - Early Childhood Coordinator
  - Director of Education and Early Intervention
  - Project SEARCH Instructor
  - SSA Director

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES  
December 18, 2018

5:30 p.m. Regular Board Meeting  
2550 Ada Rd, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, December 18, 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. Thomas Fleming, present	Mrs. Christina Hood, present	Mrs. Linda Lehman, present
Mr. Robert McPheron, present	Ms. Phyllis Montrose, present	Mr. Adam Stolly, present
Mr. Martin Garlock, present		

Mr. Garlock welcomed Christina Hood to the Board. Mrs. Hood is the Marketing and DECA Teacher at Lima City Schools.

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 will be read by Sue Savinsky.

Sue was hired in August 2012 as an Educational Consultant. In December of 2017 we modified the position to Educational & Transition Consultant when she added the duties of Project Stir Coordinator, Transition services and she started working 12 months. Sue handles a vast array of duties that will be discussed in the Staff Report later in the meeting. Sue came to us from Lima City Schools. Sue served as an Intervention Specialist and had been the Project SEARCH Instructor.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 91-18:

Mr. Fleming moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

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

IV. Correspondence

There is no correspondence this month.

V. Hearing of the Public

VI. Staff Report

Sue Savinsky, Educational and Transition Consultant, discussed with the Board the 2018 initiatives she was involved in. These include: Project Stir, Career Exploration Camp, the new SALT (School to Adult Life Transition) series that is coordinated by a multi-agency transition planning team that Sue is a part of with educators and vocational professionals from throughout Allen County.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 92-18: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on November 27, 2018.
- B. Accept Personnel Report
- C. Inspection Reports
- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during November 2018.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

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

Mr. McPheron, yes  
Mr. Fleming, yes

Ms. Montrose, yes  
Mrs. Hood, yes

VIII. Superintendent’s Report

- A. Superintendent Report for December 2018
- B. Administrative
  - 1. Children Services & Early Childhood Report – November 2018
    - Marimor School Newsletter
  - 2. Quality & Support Services Report – November 2018
  - 3. Service & Support Administration Report – November 2018
    - Map of Integrated Community Employment in Ohio
  - 4. Human Resources Report – November 2018
    - HR Newsletter – December 2018

5. Community Connections Report – November 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>
18-062	Mother	Family Support Services- Gas Card
18-063	Father	Family Support Services- Gas Card

ETHICS COUNCIL RECOMMENDATION 93-18: 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 that this review has met all the conditions of §O.R.C. 5126.033.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

Mr. McPheron, yes  
Mr. Fleming, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

B. Finance Committee – Met on December 14, 2018

Mr. Garlock stated that year-to-date revenue was approximately 10 million dollars, which was about \$30,000 over budget. Year-to-date expenditures were approximately 8.8 million dollars, which was about 1.9 million dollars under budget.

The 2019 Budget has been reviewed and amended over the past three months. The Finance Committee recommended the final budget be approved for calendar year 2019.

FINANCE COMMITTEE RECOMMENDATION 94-18: The Finance Committee recommended and so moved that the Board approve the 2019 Budget as presented.

Mr. Fleming moved.

Mr. Stolly seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes  
Mr. Garlock, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Fleming, yes  
Mr. McPheron, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee

Amend Policy: Policy 1.13 Table of Organization  
 Policy 6.18 FANS (Friends, Allies & Neighbors) Network  
 Amends: FANS Handbook

Policy 1.13- changes reflect moving the Project Search Instructor under the Director of Education, added new hires/positions and removed an SSA position that will be abolished.

Policy 6.18- The FANS (Friends, Allies & Neighbors) Network policy and handbook was updated. With changes in the county board administration rule we consulted DODD staff regarding the interpretation of ‘volunteers’ for programs such as our FANS network. After that consultation, volunteers were redefined and ‘natural support’ was added. The levels of participation are clearly defined as well as the requirements on training, background checks and supervision for each level. Updates were made throughout the policy on oversight and criminal offenses that would prohibit involvement.

POLICY COMMITTEE RECOMMENDATION 95-18: The Policy Committee recommended and so moved the Board amend Policies 1.13, 6.18 and the FANS Handbook as presented.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

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

XI. New Business

- A. Abolish Position

SUPERINTENDENT RECOMMENDATION 96-18: Superintendent Schnipke recommended the Board abolish one open SSA position due to changes made with Community Based services, lower overall SSA enrollment at this time and some duties shifting to new positions created this past year. We have budgeted for one new SSA if needed in 2019.

Mr. McPheron moved.

Mr. Stolly seconded the motion.

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

B. Approve the 2019 Early Intervention Handbook

The Early Intervention Handbook was updated for 2019. Very few changes were made.

SUPERINTENDENT RECOMMENDATION 97-18: Superintendent Schnipke recommended the Board approve the changes to the 2019 Early Intervention Handbook.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

Mrs. Hood, yes  
 Ms. Montrose, yes  
 Mr. Garlock, yes

Mrs. Lehman, yes  
 Mr. Stolly, yes

Mr. McPheron, yes  
 Mr. Fleming, yes

C. Recommend Placing Items on GovDeals.net for Auction

ALLEN COUNTY BOARD OF DD AUCTION LIST	
TAG #	DESCRIPTION
20037	Lg brown table
20357	Rolling fold up tables
20358	Rolling fold up tables
21305	Desk
23234	Yellow Chair
23243	Yellow Chair
23283	Yellow Chair
23924	Computer desk / white w/upper shelf
23930	Computer desk
24399	Table
24947	White computer stand
25277	Table
26140	Rolling fold up tables
26161	Wooden book shelf
27034	Speaker on Projector cart #27073
27036	Projector cart w speaker #27037
27037	Speaker on Projector cart #27036
27073	Projector cart w speaker #27034
27196	Blue arm chair
NN	Automotive - Misc Supplies - Alternator parts, retractable extension cord, bottom bus seat, bus fan (all non-working)
NN	Cabinets - 3 wood wall
NN	Chairs - yellow - 5
NN	Christmas lights & items
NN	DVD Player - Toshiba
NN	DVD Player - Toshiba
NN	Monitor/Computer Stand - white wooden
NN	Hair dryer - mini
NN	Hand Towel Dispenser

NN	Maintenance/Janitor Misc Supplies - brooms, mops, eyewash station, towel dispensers, scooter gliding blocks, etc
NN	Nets
NN	Refrigerator - mini
NN	Shower rods
NN	Sink
NN	Storage Unit - 2 drawer for VHS tapes
NN	Table - 6 ft
NN	Toys - wooden blocks, blue wooden box
NN	Weights

**SUPERINTENDENT RECOMMENDATION 98-18:** 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.

Mr. McPheron moved.

Mr. Fleming seconded the motion.

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

Mr. McPheron, yes  
 Mr. Fleming, yes

Ms. Montrose, yes  
 Mrs. Hood, yes

D. Approve the Final Annual Action Plan for 2019

Public hearing for comment on our 2019 Annual Action Plan that aligns with our 2018-2021 Strategic Plan was held on December 13, 2018.

**SUPERINTENDENT RECOMMENDATION 99-18:** Superintendent Schnipke recommended the Board approve the 2019 Annual Action Plan as presented.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

Mr. McPheron, yes  
 Mr. Fleming, yes  
 Mr. Garlock, yes

Ms. Montrose, yes  
 Mrs. Hood, yes

Mr. Stolly, yes  
 Mrs. Lehman, yes

E. Association Dues

The Ohio Association of County Boards of Developmental Disabilities (OACB) has increased their dues for 2019. At the Delegate Assembly of the annual member meeting a new system for assigning dues was overwhelmingly approved. The new method is based on county board enrollment. The new amount will be \$25,750.00. Last year the dues were 22,145.00.

The dues remain the same for the Allen County, Family & Children’s First Council (FCFC) at \$1,500.00.

Plus we have historically committed \$50.00 for the family engagement fund.

SUPERINTENDENT RECOMMENDATION 100-18: Superintendent Schnipke recommended the Board approve the payment of \$25,750.00 to OACB for the 2019 dues and \$1,550.00 to FCFC for the 2019 dues and the family engagement fund.

Mrs. Lehman moved.

Mr. Fleming seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes  
Mr. Garlock, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Fleming, yes  
Mr. McPheron, yes

F. Approve Appointment of LODDI, Inc. Board Member

The LODDI, Inc. board has recommended that Alexa Miller be appointed to her first term on the LODDI, Inc. board replacing Lyle Endsley. Alexa Miller is the owner of Anytime Fitness in Lima. Alexa started her journey at Anytime Fitness 6 years ago where she started out as member before getting hired as a personal trainer. She then progressed to the director of personal training and managed the club before her ownership.

Alexa graduated from The University of Northwestern Ohio in 2011 with a Bachelor's Degree in Marketing. Upon graduation, Alexa worked for the university's athletic department, where she also coached the Women's Basketball team. The Archbold, Ohio native now resides in Lima. .

SUPERINTENDENT RECOMMENDATION 101-18: Superintendent Schnipke recommended that the Board appoint Alexa Miller to fill the unexpired term of Mr. Endsley to the LODDI Board effective December 18, 2018 through June 30, 2019.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

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

Mr. Fleming, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

G. Amend Position Descriptions

The following position descriptions need amendments primarily related to the addition of the Individual Support Services Coordinator to the SSA Department/Director and moving Project Search back to Children's Department. Other minor changes listed below.



<b>Position Code</b>	<b>Title</b>	<b>Changes</b>
CS-407	Early Childhood Supervisor	<p><b>Change</b> – Supervisor’s title changed from Early Childhood Coordinator to Director of Education and Early Intervention throughout job description.</p> <p><b>Add</b> – One Early Intervention Occupational Therapist (P/T) to Employees Supervised.</p> <p><b>Add</b> – Ensure implementation of coordinated Child Find duties</p> <p><b>Remove</b> – Maintain caseload of 3 – 5 individuals</p> <p><b>Remove</b> – requirement for monthly newsletter</p> <p><b>Correct</b> – title of Developmental Specialist – Deafness/Hearing Impairments (P/T) under Employees Supervised. Effective 12/20/18</p>
CS-500	Director of Education	<p><b>Change- Employees Supervised</b> – One-on-One Educational Aides (Temporary) – changed from 1 to 2. Added Project SEARCH Instructor. Effective 12/20/18.</p>
SC-310/ CS-321	Project SEARCH Instructor	<p><b>Change</b> – Position Code to CS-321</p> <p><b>Change</b> – Supervisor from SSA Director to Director of Education and Early Intervention</p> <p><b>Change</b> – Department to School from Service and Support Administration. Effective 12/20/18</p>
SC-406	Service and Support Administration Director	<p><b>Remove</b>- supervision of Project SEARCH Instructor.</p> <p><b>Add</b> – supervision of Individual Support Services Coordinator and oversees implementation of the ISS program and overall expenditures for the program.</p> <p><b>Correct</b> – Job Scope to reflect correct staff supervised.</p> <p><b>Update</b> – name of waiting list committee to resource allocation committee</p> <p><b>Change</b>- program evaluation to strategic plan and annual action plan</p> <p><b>Correct</b>- titles throughout job description</p> <p><b>Update</b> – sections regarding decisions made separately and decisions requiring input from or approval by others to match other Directors. Effective 12/20/18</p>

**SUPERINTENDENT RECOMMENDATION 102-18:** Superintendent Schnipke recommended that the Board amend the Position Descriptions as listed effective December 20, 2018.

Ms. Montrose moved.

Mr. Stolly seconded the motion.

Mr. Fleming, yes  
 Mr. McPheron, yes  
 Mr. Garlock, yes

Mrs. Hood, yes  
 Ms. Montrose, yes

Mrs. Lehman, yes  
 Mr. Stolly, yes

**XII. Board Discussion:**

**A. 2019 Board Calendar**

The Board agreed to meet the fourth Tuesday of the month at 5:30 p.m. The Board will not meet in March or July of 2019.

**XIII. Other Items to Come Before the Board**

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:14 p.m.

Mr. Stolly seconded the motion to adjourn.

Mrs. Hood, yes  
Ms. Montrose, yes  
Mr. Garlock, yes

Mrs. Lehman, yes  
Mr. Stolly, yes

Mr. McPheron, yes  
Mr. Fleming

Organizational Board Meeting  
&  
Regular Board Meeting  
January 22, 2019  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801



Chris Calvelage, Clerk

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Phyllis Montrose, Recording Secretary