

January 22, 2019

- 03-19 Approval of the Agenda

- 04-19 Approval of the Minutes from the December 18, 2018 Regular Board Meeting
 - Approval of the Hire of Lindsey Cotner as an Early Intervention Service Coordinator (Part-Time)
 - Approval of the Hire of Angela Deeds as an Educational Aide – One on One – Temporary
 - Approval of the Resignation of Amy Clinger as a Service and Support Associate
 - Approval of the Retirement of Amy Werking as an Educational Aide
 - Approval of the following Inspection Reports:
 - Phil Leak Company – Safety Inspection – Electrical Lift Inspection
 - Lippincott Plumbing, Heating & Refrigeration, Inc. – Safety Inspection– Rooftop Kitchen Hood
 - Lima Fire and Equipment Company – Safety Inspection – Fire Extinguishers
 - Lima Fire and Equipment Company – Safety Inspection – Inside Kitchen Hood
 - Concurrence with the transfers for December 2018

- 05-19 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

- 06-19 Approval of the following Policy Actions:
 - Policy 6.14 Community Based Services – Adopt
 - Policy 6.15 Preadmission Screening & Resident Review – Adopt
 - Policy 8.1.4 Supported Living – Abolish
 - Policy 8.13 Non-Medicaid Adult Day Services/NMT – Abolish

- 07-19 Approve the 2019 Early Intervention Handbook

- 08-19 Recommend Placing Items on GovDeals.net for Auction

- 09-19 Requests to Seek Commissioner Approval to Obtain Bids for Parking Lot and Driveway Redesign

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**MINUTES
January 22, 2019**

**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, January 22, 2019 in the Administration Board Room. President Fleming called the meeting to order at 5:40 p.m. with the following roll call response:

Mr. Martin Garlock, present
Mr. Robert McPherson, present
Mr. Thomas Fleming, present

Mrs. Christina Hood, present
Ms. Phyllis Montrose, present

Mrs. Linda Lehman, present
Mr. Adam Stolly, 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 Bradley C.

Bradley has been receiving services from the Board since September 2008. Bradley lived at home with his parents for several years' post-high school and then transitioned into a home with housemates in the community. After living in two different homes, Bradley moved into a new home in Elida on Hummingbird in November 2018. Bradley was very excited about this move and has adjusted very well to living on his own with new housemates. MPA provides services to Bradley in his home. Bradley has a great sense of humor and loves to joke around. Bradley began working at an enclave with Goodwill Easter Seals (GWES) in 2013. In 2017, the enclaves were phased out and Bradley was hired as a permanent staff at the Harding Highway Goodwill store, where he sorts and organizes donated items. Bradley continues to work at Goodwill 4-5 days/week. When Bradley doesn't have to work he attends Bittersweet at Betty's Farm day program. Bradley enjoys attending Venture Crew and going to Camp in the summer.

Bradley is accompanied by his SSA Molly Kersh. Molly has been with the Board since May 31, 2018. She came to us from the Hancock County Board of DD as an SSA. With her base knowledge of SSA work, her transition has been smooth and she quickly became an asset in the SSA Department.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Request to Seek Commissioner Approval to Obtain Bids for Parking Lot and Driveway Redesign	Superintendent Schnipke

RESOLUTION 03-19:

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

IV. Correspondence

A farewell letter from Director John Martin of the Ohio Department of Developmental Disabilities.

V. Hearing of the Public

VI. Staff Report

Rachael Staley, Early Intervention (EI) Supervisor and Barb Blass, Director of Education and Early Intervention presented the current statistics for Early Intervention services in Allen County and compared to the statewide statistics. They also provided an update on hospital visits for new moms in Allen County. We provide this as part of the Family and Children First Council (FCFC) of Allen County's grant for Child Find services. Lastly, Barb and Rachael shared about changes over the past year that have positively impacted our EI services.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 04-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on December 18, 2018
- B. Accept Personnel Report
 - 1. New Hires
 - a. Lindsey Cotner was hired on January 7, 2019 as an Early Intervention Service Coordinator (Part-Time) at an hourly rate of \$17.60.
 - b. Angela Deeds was hired on January 9, 2019 as an Educational Aide – One on One Temporary at an hourly rate of \$10.86.

2. Terminations

- a. Amy Clinger resigned as a Service and Support Associate effective January 11, 2019.
- b. Amy Werking retiring as an Educational Aide effective January 31, 2019.

C. Inspection Reports

Type: Safety Inspection
Company: Phil Leak Company
Date: November 9, 2018
Scope: Electrical lift inspection
Results: No problems noted.

Type: Safety Inspection
Company: Lippincott Plumbing, Heating & Refrigeration, Inc.
Date: November 9, 2018
Scope: Marimor School
Results: Rooftop kitchen hood inspected and cleaned.

Type: Safety Inspection
Company: Lima Fire and Equipment Company
Date: December 18, 2018
Scope: Administration, Marimor School & Maintenance Garage
Results: Inspected agency fire extinguishers & made adjustments as needed.

Type: Safety Inspection
Company: Lima Fire and Equipment Company
Date: December 27, 2018
Scope: Marimor School
Results: Inside kitchen hood inspected; no problems noted.

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

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Mrs. Lehman, yes
Mr. Stolly, yes
Mr. Fleming, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Hood, yes

VIII. Superintendent's Report

A. Superintendent Report for January 2019

B. Administrative

1. Children Services & Early Childhood Report – December 2018
 - Marimor School Newsletter, Volume 3, Number 5
2. Quality & Support Services Report – December 2018
 - LODDI Financials & December 2018 Minutes
3. Service & Support Administration Report – December 2018
4. Human Resources Report – December 2018
 - HR Newsletter – January 2019
5. Community Connections Report – December 2018

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on January 22, 2019

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>
18-064	Mother	Family Support Services-Reimbursed for adaptive equipment
18-065	Mother	Family Support Services- Gas Card

ETHICS COUNCIL RECOMMENDATION 05-19: 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.

Ms. Montrose seconded the motion.

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

Ms. Montrose, yes
Mrs. Hood, yes

Mr. Stolly, yes
Mrs. Lehman, yes

B. Finance Committee – Met on January 18, 2019

Mr. Garlock reported that the revenue for 2018 was approximately 10.4 million dollars, which was within one percent of the original budget. Expenditures for 2018 were about 9.5 million dollars, which was about 17% under the original budget. The delay in building the LODDI home was the biggest factor in the budget variance. The Finance Committee also reviewed the updated 10 Year Projection.

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

Adopt Policy:	Policy 6.14	Community Based Services
	Policy 6.15	Preadmission Screening & Resident Review
Abolish Policy:	Policy 8.13	Non-Medicaid Adult Day Services/NMT
	Policy 8.1.4	Supported Living

Policy 6.14- adding this policy to match a program that used to be included in Adult Services policy and then was moved to the Non-Medicaid Policy; however, this policy will be abolished soon as the other services are all now in the Individual Support Services policy. Community Based Services is a program we offer to individuals that live in Nursing Facilities or are homebound after a catastrophic illness. They have no other services.

Policy 6.15- adding this policy to match a requirement that has been in place many years. There were updates to the rule in 2018 that are included. Additionally, the policy gives clarity to what the Board will offer when individuals move to a Nursing Facility and are determined to have Specialized Services.

Policy 8.1.4 and Policy 8.13 are being abolished as they have been replaced by Policy 6.12 Individual Support Services Policy and Policy 6.14 Community Based Services.

POLICY COMMITTEE RECOMMENDATION 06-19: The Policy Committee recommended and so moved the Board adopt Policies 6.14 and 6.15 as presented and abolish policy 8.1.4 and 8.13.

Ms. Montrose moved.

Mr. Garlock seconded the motion.

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

Mr. Stolly, yes
 Mrs. Lehman, yes

Mr. Garlock, yes
 Mr. McPheron, yes

XI. New Business

- A. Approve the 2019 Early Intervention Handbook

The Early Intervention Handbook was approved with updates in December 2018. However, a new staff member started the first week of 2019 and the EI team would like to include her name.

SUPERINTENDENT RECOMMENDATION 07-19: Superintendent Schnipke recommended the Board approve the changes to the 2019 Early Intervention Handbook.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. Stolly, yes
Mrs. Lehman, yes
Mr. Fleming, yes

Mr. Garlock, yes
Mr. McPheron, yes

Mrs. Hood, yes
Ms. Montrose, yes

B. Recommend Placing Items on GovDeals.net for Auction

SUPERINTENDENT RECOMMENDATION 08-19: 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

NN Cell Phone - Apple iPhone 6S - with box, charger and ear pods
NN Cell Phone - Apple iPhone 6S
NN Cell Phone - Apple iPhone 6S
NN Cell Phone - Apple iPhone 6S
NN Cell Phone - Samsung Galaxy J3 Eclipse with case and charger
NN Cell Phone - Samsung Galaxy J3 Eclipse with case
NN Cell Phone - Samsung Galaxy S5 with case
NN Cell Phone - Samsung Convoy 4 Flip phone with SANYO Charger (Charger does not match phone)
NN Cell Phone - Samsung Convoy 4 Flip phone
NN Cell Phone - Samsung Convoy 3 Flip phone with box, instruction manual, & charger
NN MIFI 4510L
NN MIFI 4620LE with charger
NN MIFI 4620LE with charger that sporadically works - Needs new charger

NN Office Supply - Misc. - Brother Toner TN-540, Binder Clips, Binders, etc.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

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

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

C. Request to Seek Commissioner Approval to Obtain Bids for Parking Lot and Driveway Redesign

We have been working for many month on the redesign of our parking lots and driveways to prepare for one new Playground that will benefit not only our school, but also the community. Our plan has been to complete the site preparation in 2019 and then hopefully be able to build the playground in 2020. We have budgeted accordingly for the work to be completed on the driveways and parking lots. It also will be beneficial to our campus safety plan to have all the parking to the front of Marimor School so all guests are closer to the front doors to enter, including those that visit to use Rm S120 for trainings. We

have initial estimates from Garmann- Miller the architects for the project and hope to seek bids in early February.

SUPERINTENDENT RECOMMENDATION 09-19: Superintendent Schnipke recommended that the Board requests the Allen County Commissioners go out for bid not to exceed \$300,000 with specifications to redesign the parking lot and driveways on our campus.

Mrs. Lehman moved.

Mrs. Hood seconded.

The individual roll call was called with the following responses:

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

XII. Board Discussion: Board Training on Major Unusual Incidents immediately following the February meeting.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Garlock moved to adjourn the meeting at 6:25 p.m.

Mr. Stolly seconded the motion to adjourn.

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

Regular Board Meeting
February 26, 2019
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary