

February 26, 2019

- 10-19 Approval of the Agenda
- 11-19 Approval of the Minutes from the January 22, 2019 Organizational Meeting and Regular Board Meeting
 - Approval of the Hire of Courtney Shehata as a Service and Support Associate
 - Approval of the following Inspection Reports:
 - Asbestos Surveillance – 6 month inspection by Tim Richards, Maintenance Foreman
 - Lima Fire Equipment –Annual Sprinkler System Inspection
 - Bell Security Inspections – Security/Alarm Testing
 - Concurrence with the transfers for January 2019
- 12-19 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 13-19 Review of Ethics Matter under ORC §5126.0212 and §5126.024
- 14-19 Review of Ethics Matter under ORC §5126.0221 and §5126.033 for Devon Warnecke
- 15-19 Approval to Request Allen County Commissioners to Direct the County Auditor to Create a Medicaid Stabilization and Liability Fund
- 16-19 Approval of the following Policy Actions:
 - Amend: Policy 1.01 Mission, Vision, Core Values & Formation
 - Policy 1.02 Authority for Establishing Board Policy
 - Policy 1.03 Board Requirements
 - Policy 1.04 Board Organization
 - Policy 1.05 Officers
 - Policy 1.06 Meetings and Procedures
 - Policy 1.07 Minutes of Proceedings
 - Policy 1.08 Committees and Ethics Council
 - Policy 1.09 Ethics Council and Grievance Procedures
 - Policy 1.10 Powers and Duties
 - Policy 1.11 Board Code of Ethics
 - Policy 1.14 Superintendent Duties & Responsibilities
 - Policy 1.15 Use of Board Facilities
 - Policy 1.16 Prohibition Against Lobbying
 - Policy 1.17 Public Relations
 - Policy 1.18 Legal Requirements
 - Policy 4.01 Budgeting
 - Policy 5.20 Employee Code of Ethics
 - Policy 6.01 County Board Eligibility
 - Policy 6.12 Individual Support Services
 - Policy 6.14 Community Based Services
 - Policy 6.17 Major Unusual Incidents/Unusual Incidents

Abolish: Policy 1.54 Leadership
Policy 1.56 Labor Dispute Policy
Policy 8.1.5 Family Support Services

17-19 Adopt Marimor School Calendar for 2019-2020

18-19 Approve Change to Waiver Plan Specialist Position Description

19-19 Approval to Create Community Relations Coordinator (P/T) Position

20-19 Approval to Withdraw as the Educational Provider of Project Search

21-19 Approve Contract with The Arc of Ohio

22-19 Approve the Ratification of the AFSCME Negotiated Agreement

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

February 26, 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, February 26, 2019 in the Administration Board room. Vice-President McPheron called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Martin Garlock, present	Mrs. Christina Hood, present	Mrs. Linda Lehman, present
Mr. Robert McPheron, present	Ms. Phyllis Montrose, present	Mr. Adam Stolly, present
Mr. Thomas Fleming, present at 5:41 p.m.		

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 Angela Wenger, Individual Support Services (ISS) Coordinator.

Angela has worked at the Allen County Board of Developmental Disabilities since 1997. She was a long time Service and Support Associate (SSA) until December 6, 2018 when she started in the newly created position of Individual Support Services (ISS) Coordinator. Angela is one of the few SSAs that worked with some of the same individuals for over 20 years developing deep relationships with these individuals and families. She is now off and running in her position and excited for the opportunity.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 10-19:

Mr. Garlock moved to approve the agenda.

Mr. Stolly 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

IV. Correspondence

No correspondence this month.

V. Hearing of the Public

VI. Staff Report

No staff report this month.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 11-19: Superintendent Schnipke recommended the Board consent to the following items:

A. Approval of the minutes from the organizational meeting and regular meeting held on January 22, 2019

B. Accept Personnel Report

1. New Hires

a) Courtney Shehata was hired on February 25, 2019 as a Service and Support Associate at an annual salary of \$38,500.

2. Transfers

3. Terminations

C. Inspection Reports

Type: Asbestos Surveillance- 6 month inspection
Company: Tim Richards, Maintenance Foreman
Date: February 4, 2019
Scope: Administration Building, Marimor School & Marimor Industries
Results: No changes at this time; tile & mastic removed in Room S112 by Allied Environmental Services in compliance with asbestos removal standards.

Type: Annual Sprinkler System Inspection
Company: Lima Fire Equipment
Date: December 27, 2018
Scope: Administration Building, Maintenance Garage, Marimor Industries,
Results: No problems noted.

Type: Security/Alarm Testing
Company: Bell Security Inspections
Date: December 29, 2018
Scope: Administration Building, Maintenance Garage, Marimor School,
Marimor Industries,
Results: No problems noted.

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during January 2019.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

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

Mr. McPheron, yes
Mr. Garlock, yes

Montrose, yes
Mrs. Hood, yes

VIII. Superintendent's Report

- A. Superintendent Report for February 2019

B. Administrative

1. Children Services & Early Childhood Report – January 2019
 - Marimor School Newsletter, Volume 3, Number 6
2. Quality & Support Services Report – January 2019
3. Service & Support Administration Report – January 2019
4. Human Resources Report – January 2019
 - HR Newsletter – February 2019
5. Community Connections Report – January 2019

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on February 26, 2019

1. Review of Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Members of Eligible Individual.

Vendor	Relationship	Service
19-01	Sister	Family Support Services – Respite Care
19-02	Mother	Family Support Services – Reimburse for Medical Supplies
19-03	Mother	Family Support Services – Reimburse for Medical Travel
19-04	Aunt/Guardian	Family Support Services – Reimburse for Medical Travel
19-05	Mother	Family Support Services – Reimburse for Medical Travel
19-06	Grandmother/Guardian	Family Support Services – Reimburse for Medical Travel
19-07	Mother	Family Support Services – Reimburse for Medical Travel
19-08	Mother	Family Support Services – Reimburse for Medical Travel
19-09	Mother	Family Support Services – Reimburse for Adaptive Equipment
19-10	Mother	Family Support Services – Reimburse for Medical Travel

ETHICS COUNCIL RECOMMENDATION 12-19: 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.

Mr. Garlock seconded the motion.

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

Ms. Montrose, yes
Mrs. Hood, yes

Mr. Stolly, yes
Mrs. Lehman, yes

2. Review of Ethics matter under ORC §5126.0212 and §5126.024

The Board has used Longmeier Printing Co. for many years for design and printing of the Board's annual report. This past year ProForma Add-A-Line acquired Longmeier Printing so in accordance with the declaration and in line with practice, four competitive quotes were received and reviewed. The lowest is ProForma Add-A-Line. Two companies could not print the size being requested so their estimates, still higher, are for the smaller version of the report.

ETHICS COUNCIL RECOMMENDATION 13-19: The Ethics Council recommended and so moved that the Board approve the expenditure to the lowest vendor in accordance with ORC §5126.0212 and §5126.024 for the 2018 annual report design and printing.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

The following roll was called:

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

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. McPheron, abstain

3. Review of Ethics matter under ORC §5126.0221 & §O.R.C. 5126.033

SSA Devon Warnecke completed a Conflict of Interest form in accordance with Policy 5.20. As part of this review she disclosed she has outside employment that does not interfere with her duties at the Board and as such there is no outside employment conflict. However, it was also noted that her mother is an employee of Marimor Industries, Inc. (MII) as the Finance Manager. Due to Mrs. Warnecke's employment as an SSA a full review was conducted. Mrs. Warnecke is an SSA for Children only served by the Board and there is no intersection with her caseload and the Free Choice of Provider process or services involving MII. The SSA Supervisory staff will be responsible to monitor this situation and make changes as needed to Mrs. Warnecke's caseload or duties to avoid any such conflict.

ETHICS COUNCIL RECOMMENDATION 14-19: The Ethics Council so moved the Board has 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 SSA Warnecke.

Mr. McPheron moved.

Ms. Montrose 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. Finance Committee – Met on February 15, 2019

President Fleming reported that the revenue for January was approximately \$397,000, which was .3% over budget. Expenditures for January were approximately \$1,040,000 which was 2.5% under budget.

FINANCE COUNCIL RECOMMENDATION 15-19: The Finance Committee recommended the Board approve the request that the Allen County Commissioners direct the County Auditor to create a Medicaid Stabilization and Liability Fund for the Board’s future liabilities in accordance with ORC §5705.222.

Mr. Garlock moved.

s. 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. Personnel Committee

D. Planning Committee

E. Policy Committee

Policy 1.01 changes included renumbering to align with the revisions in Chapter 1.

Policy 1.02 changes included renumbering and that policies shall be reviewed at least on a biennial basis.

Policy 1.03 changes included renumbering and updating applicable statute.

Policy 1.04 changes included renumbering.

Policy 1.05 changes included renumbering.

Policy 1.06 changes included renumbering, updating applicable statute and rewording two areas for clarity.

Policy 1.07 changes included renumbering

Policy 1.08 changes included renumbering.

Policy 1.09 changes included renumbering, updated language for clarity and direction to Superintendent to handle reviews with agency directors as applicable.

Policy 1.10 is a rewrite of the policy due to significant changes in set up, language, applicable statute.

Policy 1.11 is a rewrite of the policy due to significant changes in set up, language, applicable statute.

Policy 1.14 is a rewrite of the policy due to significant changes in set up, language, applicable statute.

Policy 1.15 changes included updating the statute section and changing permission to the Superintendent for use of Board owned equipment, facilities or grounds.

Policy 1.16 renumbered and is a rewrite of the policy due to significant changes in set up, language, applicable statute.

Policy 1.17 renumbered and is a rewrite of the policy due to significant changes in set up, language, applicable statute.

Policy 1.18 renumbered and is a rewrite of the policy due to significant changes in set up, language, applicable statute.

Policy 4.01 changes included adding a statute and asking the Commissioners/Auditor to set up a Medicaid Stabilization and Liability fund.

Policy 5.20 changes included adding additional language in the purpose of the policy, updating the applicable authority, defining direct services contracts, changing the name of the form used for employee notification and adding language throughout from applicable statutes.

Policy 6.01 changes include updating the County Board Administration rule citation, taking out references to Family Support Services and inserting Individual Support Services and clarifying eligibility for ages 3-5.

Policy 6.12 changes include separating specialized diets from medical supplies in tiers, adding a clarifier in Tier 4 about caps on NMT and Day Array, clarifying an exception about those in legacy Supported Living, adding language that funds may be used for post graduate/young adult transition to work services such as Project Search, deleting the Independent Provider language, clarifying the MUI information for providers, removed the modified daily rate for 8 hours of continuous care, defined specialized diets and amended medical supplies.

Policy 6.14 changes include updating the purpose and specifics about the transfer from SSA to the Community Based program.

Policy 6.17 is a rewrite of the policy due to significant changes in the MUI rule change.

POLICY COMMITTEE RECOMMENDATION 16-19: The Policy Committee recommended and so moved the Board amend Policy 1.01-1.11, Policy 1.14-1.18, Policy 4.01, Policy 5.20, Policy 6.01, Policy 6.12, Policy 6.14 and Policy 6.17. The Policy Committee also recommended and so moved that Policy 1.54, Policy 1.56 and Policy 8.1.5 be abolished.

Mrs. Lehman moved.

Mr. Garlock seconded the motion.

Mrs. Hood, yes

Ms. Montrose, yes

Mr. Fleming, yes

Mrs. Lehman, yes

Mr. Stolly, yes

Mr. McPheron, yes

Mr. Garlock, yes

XI. New Business

A. Adopt Marimor School Calendar for 2019-2020

SUPERINTENDENT RECOMMENDATION 17-19: Superintendent Schnipke recommended the Board approve the Marimor School Calendar as presented for the 2019-2020 school year.

Ms. Montrose moved to accept the recommendation of the Superintendent.

Mrs. Lehman seconded the motion to accept the recommendation of the Superintendent.

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Hood, yes

B. Position Description Change

The Waiver Plan Specialist position description is being amended to allow for teleworking flexibility in accordance with Board Policy 5.29. No other changes were made to this position description.

SUPERINTENDENT RECOMMENDATION 18-19: Superintendent Schnipke recommended the Board approve the position description changes for the Waiver Plan Specialist as presented.

Mr. Garlock moved to approve the recommendation of the Superintendent.

Mr. Stolly seconded the motion to approve the recommendation of the Superintendent.

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

Ms. Montrose, yes
Mrs. Hood, yes

Mr. Stolly, yes
Mrs. Lehman, yes

C. Create Community Relations Coordinator (P/T)

Due to the continued increase in work related to the Board's public relations, marketing, communications and the increase in events to promote the work of the Board and providers, it is being requested to create a part-time position to handle duties that need development and/or are currently being completed by the Superintendent. Additionally, this position would create the agency newsletter and allow the Community Connections Specialist to focus on community integration and FANS initiatives fully.

SUPERINTENDENT RECOMMENDATION 19-19: Superintendent Schnipke recommended that the Board establish the part-time Community Relations Coordinator (P/T) position as presented.

Mrs. Lehman moved to approve the recommendation of the Superintendent.

Mrs. Hood seconded the motion to approve the recommendation of the Superintendent.

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

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. McPheron, yes

D. Project Search

Due to extremely low referrals for the 2019-2020 school year for Project Search, and after discussions with local educational professionals, other county boards and professionals with knowledge of Project Search, it was recommended we formally withdraw as the educational provider of Project Search for the 2019-2020 school year. Our hope is to partner with Apollo to provide a blended program where young adults are accepted post high school or to recommend a one year hiatus to form a workgroup to plan for this program, or another similar program for next year, so the Board can continue work in transitional services and Employment First initiatives for as many individuals we serve as possible. There is an open intervention specialist position available at Marimor School for the one employee impacted by this change.

SUPERINTENDENT RECOMMENDATION 20-19: Superintendent Schnipke recommended that the Board withdraw as the educational provider of Project Search and move the one employee to an Intervention Specialist at Marimor School.

Ms. Montrose moved to approve the recommendation of the Superintendent.

Mr. Garlock seconded the motion to approve the recommendation of the Superintendent.

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

Mr. Garlock, yes
Mr. McPheron, yes

Mrs. Hood, yes
Ms. Montrose, yes

E. Contract with The Arc of Ohio

As part of the new Individual Support Services program, and the change to no longer contract with Independent Providers directly as recommended by Ohio Association of County Boards (OACB), it is recommended to enter into a contract with The Arc of Ohio to employ any individual/family chosen Independent Providers who meet the qualifications under the Family Choice Program.

SUPERINTENDENT RECOMMENDATION 21-19: Superintendent Schnipke recommended that the Board enter into a contract with The Arc of Ohio not to exceed \$50,000 for a period of March 1, 2019- June 30, 2020.

Mr. Stolly moved to approve the recommendation of the Superintendent.

Mr. Garlock seconded the motion to approve the recommendation of the Superintendent.

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

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

XII. Board Discussion

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mr. Garlock moved to adjourn into Executive Session to discuss negotiations with AFSCME at 6:44 p.m.

Mr. Stolly seconded the motion.

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

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into Regular Session at 6:55 p.m.

Mr. McPheron seconded the motion.

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Hood, yes

SUPERINTENDENT RECOMMENDATION 22-19: Superintendent Schnipke recommended the ratification of the Negotiated Agreement between Local 1770/Chapter C/Council 8 American Federation of State, County and Municipal Employees, AFL-CIO and the Allen County Board of Developmental Disabilities effective February 1, 2019 through January 31, 2022

Mr. Garlock moved to accept the recommendation of the Superintendent.

Ms. McPheron seconded the motion to accept the recommendation of the Superintendent.

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

Ms. Montrose, yes
Mrs. Hood, yes

Mr. Stolly, yes
Mrs. Lehman, yes

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:56 p.m.


Mr. McPheron seconded the motion to adjourn.

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

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. McPheron, yes

Regular Board Meeting
April 23, 2019
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary