

April 23, 2019

- 23-19 Approval of the Agenda
- 24-19 Approval of the Minutes from the February 26, 2019 Regular Board Meeting
 - Approval of the Hire of Morgan Rigali as Part-Time Community Relations Coordinator
 - Approval of Resignation of Leigh Taylor as Project SEARCH Instructor
 - Approval of Retirement of Lori Sullivan as a Transition Carry-Over Employee Educational Aide/Maintenance
 - Approval of Resignation of Lindsey Cotner as Part-Time Early Intervention Service Coordinator
 - Approval of the following Inspection Reports:
 - Allen County Public Health – School Environment & Food Inspection
 - Lippincott Plumbing, Heating & Electrical, Inc. – Backflow Inspection
 - Lippincott Plumbing, Heating & Electrical, Inc. – Boiler Inspection
 - McCormick Equipment Company, Inc. – Dock Inspection
 - Tanknology, Inc. – Environmental Inspection
 - Concurrence with the transfers for March 2019
- 25-19 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 26-19 Approve Review of Ethics for following Employees:
 - J. Boop
 - D. Ellis
 - S. Evans
 - L. Kirk
 - L. Anderson
 - J. Newfer
 - M. Hattery
 - M. Weaver
 - L. Crawford
 - J. Frail
 - M. Rigali
- 27-19 Amend Position Description for Secretary/Receptionist
- 28-19 Approve Purchase of Two Passenger Cars and One 7-Passenger Van
- 29-19 Recommend a Contract be Awarded for the Parking Lot and Driveway Project
- 30-19 Approve Tax Budget for 2020

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

April 23, 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, April 23, 2019 in the administration board room. President Fleming 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, excused

Ms. Phyllis Montrose, excused

Mr. Adam Stolly, present

Mr. Thomas Fleming, 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 Amanda L. Mandy has worked at the Learning Tree Daycare Center for 12 years. She receives employment follow along and transportation services from Marimor Industries, Inc. Mandy is actively involved in Project STIR (Steps Toward Independence and Responsibility) and has become a great advocate for herself and others. Mandy receives services from independent provider, Missy Barnes. Mandy lives at home with her parents and has a great support system. Mandy has a wonderful sense of humor. She is very creative, enjoys baking and makes beautiful jewelry. She often comments about turning these hobbies into a business someday. Mandy is a hard worker and enjoys a challenge. Mandy stated that she would like for the Board to bring back the Employment Services Job Club. This club gave the individuals who were employed in the community a chance to get together and do different activities such as dinner and a movie, trips to ball games, shopping trips to name a few. Superintendent Schnipke stated that she is currently working with Marimor Industries to try to bring this club back.

Also, in attendance is Abby C. Abby currently attends Marimor Industries, Inc. two days a week. She is extremely active in Special Olympics and she became famous last summer for the opportunity to participate in the summer games in Seattle, WA. Abby is involved in track, bowling and swimming. She volunteers once per week at Lima Memorial. Abby is active in Project Stir's Just Do It Crew. Abby lives at home with her parents and is very happy with her life. Her parents are beyond proud of all she has accomplished. Abby just celebrated her 30th birthday in February. She is kind, caring and one of the sweetest people you will meet.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 23-19:

Mr. Garlock moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mrs. Hood, yes
Mr. Garlock, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. Stolly, yes

IV. Correspondence

There were two items of correspondence this month. The first is a memo from Nathan DeDino the Part C Coordinator for Early Intervention Services at the Ohio Department of Developmental Disabilities. He congratulated our EI team for 100% compliance with the requirements set forth. The second item is a thank you card from Angela Herzog for the President's Award given to her at the Partnership Luncheon.

V. Hearing of the Public

VI. Staff Report

Sue Savinsky, Educational Consultant, talked about Project Stir and the activities of the Just Do It Crew for the month of March. Assisting Sue will be Mandy L. and Abby C. Mandy won the Disability Awareness Month Speech Contest hosted by the Just Do It Crew. Mandy became a Project Stir trainer shortly after completing the STIR training in August of 2017. Abby was the winner of the poster contest. She completed Project Stir training in October 2016. She enjoys attending the Just Do It Crew meetings and events.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 24-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on February 26, 2019.
- B. Accept Personnel Report
 1. New Hires
 - a. Morgan Rigali was hired as a Part-Time Community Relations Coordinator effective April 4, 2019 at an hourly rate of \$25.14.
 2. Transfers

3. Terminations

- a. Resignation of Leigh Taylor as Project SEARCH Instructor effective August 21, 2019.
- b. Lori Sullivan will be retiring as a Transition Carry-Over Educational Aide / Maintenance effective May 31, 2019.
- c. Resignation of Lindsey Cotner as Part-Time Early Intervention Service Coordinator effective May 1, 2019.

C. Inspection Reports

Type: School Environment & Food Inspection
Company: Allen County Public Health
Date: March 21, 2019
Scope: Food Service/Marimor School
Results: Loose faucets in two rooms, low pressure in one bathroom sink and observation of foods in cooler unmarked. Issues addressed.

Type: Backflow Inspection
Company: Lippincott Plumbing, Heating & Electrical, Inc.
Date: March 11, 2019
Scope: Administration Building, Marimor School and Marimor Industries,
Results: No problems noted.

Type: Boiler Inspection
Company: Lippincott Plumbing, Heating & Electrical, Inc.
Date: March 11, 2019
Scope: Marimor School
Results: No problems noted.

Type: Dock Inspection
Company: McCormick Equipment Company, Inc.
Date: February 19, 2019
Scope: Marimor Industries
Results: Routine Preventive Maintenance

Type: Environmental Inspection
Company: Tanknology, Inc.
Date: April 3, 2019
Scope: Gas Tanks & surrounding systems
Results: The overflow fill tube was rusted so two items were left incomplete. Gasoline Equipment, Inc. will be coming to replace the rusted areas. Tanknology will then come back to finish. All other areas in compliance.

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

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

Mrs. Lehman, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mr. Fleming, yes

VIII. Superintendent's Report

A. Superintendent Report for April 2019

B. Administrative

1. Children Services & Early Childhood Report – February/March 2019
 - Marimor School Newsletter, Volume 3, Number 7
2. Quality & Support Services Report – February/March 2019
 - LODDI Financials January & February 2019 & Meeting Minutes February 2019
3. Service & Support Administration Report – February/March 2019
4. Human Resources Report – February/March 2019
 - HR Newsletter – March & April 2019
5. Community Connections Report – February and March 2019

IX. Old Business

X. Committee Reports

A. Ethics Council

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

19 -11	Mother	Family Support Services	Reimbursement for Adaptive Equipment
19 -12	Father	Family Support Services	Reimbursement for Adaptive Equipment
19 -13	Mother	Family Support Services	Medical Travel Reimbursement
19 -14	Grandmother/ Guardian	Individual Support Services	Medical Travel Reimbursement
19 -15	Mother	Individual Support Services	Medical Travel Reimbursement
19 -16	Mother	Individual Support Services	Reimbursement for brother who provided respite care
19 -17	Father	Family Support Services	Reimbursement for Personal Care Products
19 -18	Mother	Family Support Services	Reimbursement for Adaptive Equipment
19 -19	Custodian	Individual Support Services	Reimbursement for her mother who provided respite care.
19 -20	Grandmother/ Guardian	Individual Support Services	Medical Travel Reimbursement
19 -11	Mother	Individual Support Services	Reimbursement for Equestrian Therapy
19 -22	Mother	Individual Support Services	Reimbursement for Music Therapy
19 -23	Mother	Individual Support Services	Medical Travel Reimbursement

19 -24	Mother	Family Support Services	Reimbursement for Gymnastics Classes
19 -25	Mother	Family Support Services	Reimbursement for Adaptive Equipment
19 -26	Mother	Individual Support Services	Reimbursement for the child's grandmother who provided Respite Care
19 -27	Mother	Individual Support Services	Reimbursement for Speech Therapy

ETHICS COUNCIL RECOMMENDATION 25-19: 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. Stolly moved.

Mr. Garlock seconded the motion.

Mr. Stolly, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. Fleming, yes

2. Review of Ethics in Accordance with ORC §5126.0221 & §O.R.C. 5126.033

In the past several months we updated our Ethics Review forms and process. All staff completed new forms under the new guidance. Staff with potential conflicts that were previously reviewed by the Ethics Council were not being re-presented as the situations have not changed. The ones below are new disclosures that should be reviewed by the Ethics Council at this time.

1.	J. Boop	Daughter works at Right at Home; HCBS waiver provider in Allen County.
2.	D. Ellis	Works as a substitute secretary and serves on Marimor Industries Inc. (MII) Board.
3.	S. Evans	Daughter-in-law works at MII
4.	L. Kirk	Husband and daughter-in-law work at MII which is under contract with the Board.
5.	L. Anderson	Substitute nurse and is employed as substitute nurse at MII.
6.	J. Newfer	Wife employed by Allen County Educational Service Center, multiple contracts with the Board.
7.	M. Hattery	Works for The Arc of Allen County in the summer.
8.	M. Weaver	Husband contracted as CPR instructor.
9.	L. Crawford	Works at RMS of Ohio and MII; HCBS waiver providers.

None of these staff are in a position to award a contract; they are not in management positions; they are aware of the provisions of Free Choice of Provider rules, understand separations of duties at each agency and not to engage in business that would compromise Board activities, reputation or conflict with work hours for the Board.

10. Jennifer Frail Father-in-law owns the garage where the Board services cars on occasion.

Frail is in a management position in the Business Office; however, she would not be involved in any matters involving facilities or agency vehicles needing serviced. She is not in a position to recommend or award a contract, and sufficient safeguards are in place to avoid any conflict.

11. Morgan Rigali Previously employed with NOW Marketing who is under contract for public relations and marketing services at the Board.

Sufficient safeguards are in place as the Superintendent will handle the contract details with NOW Marketing, Rigali's former employer and issues that arise while this contract is in place will be brought to the Superintendent.

ETHICS COUNCIL RECOMMENDATION 26-19: 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 for the employees outlined above and/or sufficient safeguards are in place to avoid any such conflict.

Mr. Stolly moved.

Mrs. Lehman seconded the motion.

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mrs. Hood, yes

B. Finance Committee

Mr. Garlock reported that year-to-date revenue was down by approximately \$66,000 and year-to-date Expenditures were down by about \$374,000. This is mainly due to the delay in building the house. The Finance Committee also reviewed the 2020 Tax Budget. The Medicaid Stabilization and Liability fund was discussed. Marimor Industries has expressed interest in purchasing the building they are currently leasing from the Board. Superintendent Schnipke is researching this option.

C. Personnel Committee

D. Planning Committee

E. Policy Committee

XI. New Business

A. Position Description Amendment

Due to the creation of the Individual Support Services Coordinator position with the Service and Support Administration Department and the majority of the duties being eliminated from the Family Support Services program, the Secretary/Receptionist position will move to the Business Office and add similar duties of others in that department. This position will continue to assist with some duties in other departments; however, the majority seems to align best with those in the Business Office.

SUPERINTENDENT RECOMMENDATION 27-19: Superintendent Schnipke recommended the Board approve the position description changes for the Secretary/Receptionist as presented.

Mrs. Lehman moved.

Mr. Garlock seconded the motion.

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mrs. Hood, yes

B. Approve Purchase of Two Passenger Cars and One 7 - Passenger Van

We budgeted \$60,000 for the purchase of two passenger cars in 2019 through the Ohio Department of Administrative Services (DAS). Through this program, we are able to purchase vehicles at discount rates without going out for bid. In addition to the cars, we are finding the need for a passenger van, which we can purchase by transferring no more than \$5,000.00 to the Equipment – Vehicles line in Fund 4018 – Permanent Improvement. Once the vehicles arrive, it is our intention to request that three passenger cars and one passenger van be sold on Gov’t Deals.

Vendor: Middletown Ford		Each	Total
2	Ford Fusion Passenger Car	\$20,020.00	\$40,040.00
2	30 Day Tags	\$ 18.50	\$ 37.00
2	Deliveries	\$ 120.00	\$ 240.00
1	Parts Manual	\$ 250.00	\$ 250.00
1	Service Manual	\$ 300.00	\$ 300.00
2	Additional Sets of Keys	\$ 290.00	\$ 580.00
2	Seat Belt Extenders	\$ -	\$ -
			\$41,447.00
Vendor: Greve Chrysler Jeep Dodge of Van Wert		Each	Total
1	7-Passenger Compact Van	\$21,699.00	\$21,699.00
1	30 Day Tags	\$ 18.50	\$ 18.50
1	Deliveries	\$ 60.00	\$ 60.00
1	Parts Manual	N/A	N/A
1	Service Manual	\$ 250.00	\$ 250.00
1	Additional Sets of Keys	\$ 200.00	\$ 200.00
1	Seat Belt Extenders	\$ 15.00	\$ 30.00
			\$22,257.50
GRAND TOTAL			<u>\$63,704.50</u>

SUPERINTENDENT RECOMMENDATION 28-19: Superintendent Schnipke recommended the Board approve purchase of the vehicles as outlined from Middletown Ford and Greve Chrysler Jeep Dodge of Van Wert as part of the Ohio Department of Administrative Services Cooperative Purchasing Program not to exceed \$65,000.

Mr. Stolly moved.

Mrs. Hood seconded.

Mr. Garlock, yes
Mr. Stolly, yes

Mrs. Hood, yes
Mr. Fleming, yes

Mrs. Lehman, yes

C. Recommend a Contract be Awarded for the Parking Lot and Driveway Project

Bids were opened on Tuesday, April 16, 2019 at 10:30 a.m. at the Allen County Commissioner's Office. One bid was received. The total cost of the project was estimated to be \$299,100.00. The base bid was for \$315,800.00. There were 4 alternates; however, none will be completed at this time as the base bid is close to the 10% cost cap for this estimate. We will evaluate our needs over the next year for the items listed in the alternates.

SUPERINTENDENT'S RECOMMENDATION 29-19: Superintendent Schnipke recommended the Board request the Allen County Commissioners enter into a contract with Arcon Builders, LTD for the driveway and parking lot project as outlined in the base bid for a total cost (excluding architect fees) of \$315,800.00.

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

The following roll was called:

Mrs. Hood, yes
Mr. Garlock, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. Stolly, yes

D. Approve Tax Budget

It is required by law that the Board submits a tax budget to the Allen County Auditor to be included with the tax budget that must be adopted by the County Commissioners. The tax budget is then reviewed by the Allen County Budget Commission to determine if we need to increase our tax levy for the coming year. In practice, our Board recognizes our financial need and takes appropriate action on levy requests based on our 5-year projection and financial review system.

SUPERINTENDENT RECOMMENDATION 30-19: Superintendent Schnipke recommended the Board approve the 2020 Tax Budget as presented and further the Board gives permission for it to be submitted to the Allen County Auditor as required.

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Mrs. Lehman, yes
Mrs. Hood, yes

Mr. Stolly, yes
Mr. Fleming, yes

Mr. Garlock, yes

XII. Board Discussion: Second Half of 2018 Annual Action Plan Updates and second half of 2018 Satisfaction Surveys.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Stolly moved to adjourn the meeting at 6:41 p.m.


Mr. Garlock seconded the motion to adjourn.

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mrs. Hood, yes

Regular Board Meeting
May 28, 2019
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary