

May 28, 2019

31-19 Approval of the Agenda

32-19 Approval of the Minutes from the April 23, 2019 Regular Board Meeting
Approval of Resignation of Cody Bowersock as Service and Support Associate
Approval of the following Inspection Reports:
Maintenance Foreman and Safety Chairperson – Playground Inspection
Concurrence with the transfers for April 2019

33-19 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

34-19 Approve the Advisory Opinion from the Ohio Ethics Commission regarding SSA Kristy Hudson

35-19 Approval to Continue as the Lessor of the Property at 2450 Ada Road

36-19 Approve the following Policy Actions:

Amend:	Policy 1.19	Input from Individuals Served
	Policy 5.01	Personnel Objectives & Definitions
	Policy 5.02	General Hiring and Employment
	Policy 5.03	Disqualification from Employment and/or Outside Employment
	Policy 5.04	Certification, Registration & Licenses
	Policy 5.05	Medical Examinations
	Policy 5.06	Individuals with Disabilities Non-Discrimination and Reasonable Accommodation
	Policy 5.07	Equal Opportunity Employment
	Policy 5.08	Unlawful Discrimination and Harassment
	Policy 5.09	Nepotism
	Policy 5.13	Fringe Benefits
	Policy 6.12	Individual Support Services
Abolish:	Policy 1.49	Accessibility
	Policy 1.51	Performance Measurement and Management

37-19 Approval to Adopt Policy 5.37 Reemployment of a Retiree

38-19 Approval to Enter into a Contract with the Board of County Commissioners for Early Intervention Service Coordination

39-19 Approve Cafeteria Prices for the 2019-2020 School Year

40-19 Appoint LODDI, Inc. Board Members – Jason May, Alexa Miller

41-19 Approve the Application for continued Deaf & Hard of Hearing Developmental Services

42-19 Approval to Purchase a Bobcat

43-19 Approval to Create One Early Intervention Service Coordinator Position and Abolish One Early Intervention Service Coordinator (Part Time) Position

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

May 28, 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, May 28, 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, excused	Mrs. Christina Hood, present	Mrs. Linda Lehman, present
Mr. Robert McPheron, present	Ms. Phyllis Montrose, present	Mr. Adam Stolly, excused
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 Lori Sullivan. Lori is retiring on May 31, 2019. She has worked for the Board since January 6, 1988 in various positions. Lori was one of the employees with more than 25 years' service to the Board at the time of transition out of adult services and transportation in 2016. Since that time she has worked as Educational Aide at Marimor School and then in the summers she worked in the Maintenance Department. Over the length of her career at the Board, Lori also worked as a Production Specialist and Day Services Specialist in Adult Services and Lori was a driver for Community Employment. Lori will be missed as she ends her time at the Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

• Move Policy 5.37 to a Separate Resolution

President Fleming

RESOLUTION 31-19:

Mr. McPheron moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. McPheron, yes

IV. Correspondence

There were two items of correspondence. First, Amanda Fett, a pre-school teacher at Allen East School wrote a thank you note for the award she won at the Partnership Luncheon in March. Also, Superintendent Schnipke would not typically share a letter of resignation from one of our staff; however, she believed the letter from Cody Bowersock, an SSA who left to join the Van Wert County Board of DD where he resides, was worth sharing. Cody will be missed at the Board.

V. Hearing of the Public

VI. Staff Report

Jana McVetta, Director of Quality & Support Services gave a short update on the progress of the waiver waiting list since the rule changes in 2018. The update described the statewide trends and what has happened locally with the assessment process in place.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 32-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on April 23, 2019.
- B. Accept Personnel Report
 - 1. New Hires
 - 2. Transfers
 - 3. Terminations
 - a. Cody Bowersock resigned as a Service and Support Associate effective May 22, 2019.
- C. Inspection Reports
 - Type: Playground Inspection
 - Company: Tim Richards, Maintenance Foreman & Erin Koenig, Safety Chairperson
 - Date: April 29, 2019
 - Scope: East and West Playgrounds
 - Results: Notations made about rust and peeling paint. Comments about seats are dependent on when playgrounds will be taken out for replacement.
- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during April 2019.

Mrs. Lehman moved.

Mrs. Hood seconded the motion.

Mrs. Lehman, yes
Mrs. Hood, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

VIII. Superintendent's Report

A. Superintendent Report for May 2019

B. Administrative

1. Children Services & Early Childhood Report – April 2019
 - Marimor School Newsletter, Volume 3, Number 8
2. Quality & Support Services Report – April 2019
 - LODDI Financials March 2019 & Meeting Minutes April 2019
3. Service & Support Administration Report – April 2019
4. Human Resources Report – April 2019
 - HR Newsletter – May 2019
5. Community Connections Report – April 2019

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on May 28, 2019

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

19 - 28	Mother	Individual Support Services	Reimbursement for Personal Care Products
19 - 29	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 30	Grandmother/Guardian	Individual Support Services	Medical Travel Reimbursement
19 - 31	Grandmother/Guardian	Individual Support Services	Medical Travel Reimbursement
19 - 32	Mother	Individual Support Services	Reimbursement for Respite Care
19 - 33	Temporary Custodian	Individual Support Services	Reimbursement for Respite Care
19 - 34	Father	Individual Support Services	Medical Travel Reimbursement
19 - 35	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 36	Mother	Individual Support Services	Reimbursement for Respite Care

ETHICS COUNCIL RECOMMENDATION 33-19: 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
Mrs. Lehman, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Hood, yes

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

ETHICS COUNCIL RECOMMENDATION 34-19: 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 no ethical conflict for SSA Kristy Hudson as outlined in the advisory opinion received from the Ohio Ethics Council dated April 29, 2019 and the employee is fully apprised of how to maintain such.

Mr. McPheron moved.

Mrs. Lehman seconded the motion.

Ms. Montrose, yes
Mr. McPheron, yes

Mrs. Hood, yes
Mr. Fleming, yes

Mrs. Lehman, yes

ADJOURN INTO EXECUTIVE SESSION

Mr. McPheron moved to adjourn into Executive Session to consider compensation of a public employee and sale of public property at 6:00 p.m.

Mrs. Lehman seconded the motion.

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. McPheron, yes

RECONVENE INTO REGULAR SESSION

Mr. McPheron moved to reconvene into Regular Session at 6:47 p.m.

Ms. Montrose seconded the motion.

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. McPheron, yes

B. Finance Committee – Met on May 24, 2019

2450 Ada Road Property Decision

After learning about the procedure for sale, lease, transfer or granting of rights in real (public) property as outlined in ORC §307.10, specifically, the requirement for bidding and/or public auction, and conferring with the Prosecutor's Office and County Commissioners, the Board has weighed all the factors and determined that these processes are too uncertain for the individuals served at the 2450 Ada Rd location. There is no guarantee through the public bidding process that the building would go to a buyer that will continue to use the building and grounds for the care and concern of individuals with developmental disabilities.

We are happy to continue our partnership with Marimor Industries on Ada Road in both delivery of waiver and local funding service options and in use of the Marimor Industries building on the Ada Road Campus. We will continue to maintain the building and grounds to the highest standards, including lawn maintenance,

snow removal, and providing utilities, as we have for the past three years, with no increase in the lease amount over the next contract period. The Ada Road campus has a busy summer ahead with much capital work, including painting the exterior of much of the Industries Building. We are also looking ahead to install a new roof on the Industries Building in the next 2-4 years.

FINANCE COMMITTEE RECOMMENDATION 35-19: The Finance Committee recommended that the Board continue as the lessor of the property at 2450 Ada Rd, in cooperation with the Board of Allen County Commissioners and not sell the property as required through a public bidding process. The next lease will be developed to commence in January 2020 after review and negotiations with Marimor Industries, Inc.

Ms. Montrose moved to accept the recommendation of the Finance Committee.

Mrs. Lehman seconded the motion to accept the recommendation of the Finance Committee.

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. McPheron, yes

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

Twelve policies were recommended to be amended. Policy 1.19 Input from Persons Served has been renamed, renumbered and rewritten. All the ways in which we gain the input of individuals and families today has been updated. Policies 5.01- 5.09 were renumbered to match the numbering system being used today and contain only minor changes to titles, content or changes over the past year. Policy 5.13 has been renamed and rewritten as it now contains all fringe benefits for non-union employees; not just health insurance as it does currently. This policy was based on research with County Risk Sharing Association (CORSA) and the Ohio Association of County Boards of Developmental Disabilities' (OACB) legal counsel samples and in accordance with applicable statutes. Policy 6.12 is being amended to add a stipulation that individual's in temporary placements from another county cannot access assistance under the Individual Support Services policy.

Two policies were recommended for abolishment, Policy 1.49 and Policy 1.51, these were adopted during the CARF accreditation process many years ago and are not relevant or required today as the Board is no longer CARF accredited. These policies were last updated 2012 and 2014 respectively. The essence of these policies can be found in other board policies.

POLICY COMMITTEE RECOMMENDATION 36-19: The Policy Committee recommended the Board amend policies 1.19, 5.01, 5.02, 5.03, 5.04, 5.05, 5.06, 5.07, 5.08, 5.09, 5.13 & 6.12. The Policy Committee also recommends that Policy 1.49 and Policy 1.51 be abolished.

Mrs. Lehman moved.

Mr. McPheron seconded the motion.

Mrs. Lehman, yes
Mrs. Hood, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

Adopt: Policy 5.37 Reemployment of a Retiree

There is one new policy to adopt, Policy 5.37 Reemployment of a Retired Public Employee. This sets forth the way in which the Board will consider reemployment of a Public Employee and a Board retiree in accordance with statute and recommendations as relates to the Board.

POLICY COMMITTEE RECOMMENDATION 37-19: The Policy Committee recommended the Board adopt Policy 5.37.

Mrs. Lehman moved.

Mrs. Hood seconded the motion.

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Hood, yes

Mr. Fleming, yes

XI. New Business

A. Enter into Contract with the Board of County Commissioners for Early Intervention Service Coordination

The Allen County Family and Children's First Council (FCFC) has again selected our Board to provide Early Intervention Service Coordination services to children, birth to three years of age. The grant to be awarded for 2019-2020, on the State of Ohio fiscal year, was slightly reduced to \$275,022.00 from \$276,846.00. Referrals for Service Coordination were up from 263 (July 1- April 30, 2018) to 326 (July 1- April 30, 2019). From all State budget news more funds will be allocated for Service Coordination. The comments are that the State wants to fully fund and expand the services. It will be after July 1, 2019 before we know for sure what may be available to the local councils.

SUPERINTENDENT RECOMMENDATION 38-19: Superintendent Schnipke recommended that the Board enter into a contract with the Allen County Board of Commissioners for the provision of Service Coordination with anticipated revenue of \$275,022.00 for Part C children through funds provided now by the Ohio Department of Developmental Disabilities.

Mrs. Lehman moved.

Mrs. Hood seconded the motion.

Mr. McPheron, yes

Ms. Montrose, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. Fleming, yes

B. Cafeteria Prices for the 2019-2020 School Year

In accordance with the requirements of the Ohio Department of Education, Cafeteria Manager Tammy Delong recommends that the cafeteria prices be raised by \$.10 for lunch and breakfast. Milk & vegetables/fruit lines will remain the same; all other a la carte items will be increasing by \$0.10 as well.

SUPERINTENDENT RECOMMENDATION 39-19: Superintendent Schnipke recommended that the Board approve the cafeteria prices as listed for the 2019-2020 school year:

ITEM	PRICE
Lunches	
Elementary	\$2.80
High School	\$3.05
Adults	\$3.80
A La Carte Items	
Featured Entrée	\$2.35
Vegetables/Fruit	\$1.00
Bread	\$0.80
Desserts	\$0.80
Yogurt	\$1.10
Yogurt Parfait	\$1.50
Bottled Water	\$1.10
Baked Potato	\$1.60
w/Broccoli & Cheese	\$2.20
Bowl Salad	\$1.65
Bowl Chef	\$2.55
Plate Salad	\$2.75
Chef Salad Plate	\$4.05
Marinated Chicken	\$2.75
Grilled Chicken	\$2.65
BBQ Rib	\$2.75
Breaded Fish	\$2.75
Hamburger	\$2.75
Cheeseburger	\$2.85
Pizza	\$2.75
Toasted Cheese	\$2.75
Salad Dressing	\$0.35
Breakfast	
Students	\$1.95
Adults	\$2.30
Milk	\$0.70

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

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

Ms. Montrose, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Mr. Fleming, yes

C. Appoint LODDI, Inc. Board Members

The LODDI board recommended Jason May be appointed to his first term on the board effective June 1, 2019. Jason will be replacing board member Sandy Hofacker, whose third and final term on the board expires in June. We thank Sandy for her 9 years of commitment and service to the LODDI Board. The Board recognized Sandy for her long term commitment to the LODDI, Inc. Board and housing issues that are very important to individuals with developmental disabilities.

Jason attended Lima Senior High School and received his bachelor's degree in business administration from UNOH. He is a financial sales manager at First Federal Bank, Shawnee location. Jason is married and has two young children. His family just recently moved to Ottawa, his wife's home town. Jason is very

involved in the Lima community. He is a graduate of the 2018 Allen Lima Leadership class, has provided financial literacy classes to adults and students, served as treasurer for Lima Allen County Neighborhood in Partnership (LACNIP), and worked with city officials on development of a home ownership program. Last year he organized a collection drive for our Friends, Allies & Neighbors (FANS) "Make a House a Home" program, which resulted in the donation of 6 laundry baskets of household items to the program. Jason shared that he grew up with and is friends with Seth K., an individual we serve, and has come to admire Seth greatly for the wonderful community member he has become. Jason is very excited for the opportunity to join the LODDI, Inc. board and said he feels blessed to be able to be a part of this group.

The LODDI, Inc. board also recommended Alexa Miller be appointed to her first full term. Alexa was appointed in December 2018 to fill Mr. Lyle Endsley's unexpired 2nd term. Alexa's first full term will begin June 1, 2019. Alexa Miller is the owner of Anytime Fitness in Lima. Alexa graduated from The University of Northwestern Ohio in 2011 with a Bachelor's Degree in Marketing.

SUPERINTENDENT RECOMMENDATION 40-19: Superintendent Schnipke recommended that the Board appoint Jason May to his first term on the LODDI, Inc. board effective June 1, 2019- May 31, 2022 and appoints Alexa Miller to her first full term commencing June 1, 2019 – May 31, 2022. Additionally, the Board recognized Sandy Hofacker for her 9 years of dedicated service on the LODDI, Inc. Board.

Ms. Montrose moved.

Mrs. Hood seconded the motion.

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. McPheron, yes

D. Approve the Application for continued Deaf & Hard of Hearing Developmental Services

In 2016 Ohio Department of Health eliminated a grant program that was administered by Lima Memorial Hospital for many years. To replace this grant program the Ohio Department of Disabilities (DODD) asked for a request for proposal (RFP) for the 2019-2020 state fiscal year. The services are for children birth to age 3 that have deafness or hearing impairments. We were first awarded this contract in September 2016. It is time to reapply for continuation of these services with the current part-time Developmental Specialist who has expertise in this area and has been employed with the Board since 2016. The contract currently is for \$71,850.00; however, the final amount will not be known until the contract is decided. The contract is fee for services performed and currently covers five counties (Allen, Putnam, Mercer, Van Wert and Auglaize). This year, with this new application, the Early Intervention team will ask to also serve Hardin County. This staff member who provides the Deaf and Hard of Hearing services works up to 29 hours on this contract and now also provides PLAY project services up to 5 hours weekly. The PLAY project hours the Board funds, as this is a special project for children birth to age 3 with autism.

SUPERINTENDENT RECOMMENDATION 41-19: Superintendent Schnipke recommended that the Board approve the re-application for and then if chosen, enter into the contract with the Ohio Department of Disabilities to provide Early Intervention Services to children with deafness and hearing impairment needs. The contract period will be July 1, 2019- June 30, 2020.

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

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

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. McPheron, yes

E. Purchase Equipment

The Business Office/Maintenance Department has been preparing for the purchase of a Bobcat in 2019 according to the approved budget. We learned that if we approve this in May and have the necessary paperwork in place by June 19, we will be able to get the current prices in the State of Ohio Cooperating Purchasing Program. The Bobcat will have a snowblade, bucket and broom which will be very effective for the Maintenance Department to complete even more work in-house. The cost of the Bobcat will be \$44,334.18.

SUPERINTENDENT RECOMMENDATION 42-19: Superintendent Schnipke recommended that the Board approve the purchase of a Bobcat M0247 for a purchase price of \$44,334.18 through the State of Ohio Cooperating Purchase Program.

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

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

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

Mr. McPheron, yes

F. Create Early Intervention Service Coordinator Position

The State Budget has an increase in dollars for Service Coordination in the Early Intervention. The money is earmarked to fully fund and increase Service Coordination. We have been holding on filling a part-time Service Coordinator position as we have lost two staff who were fully trained who left for full-time employment. Our numbers show an increase in over 70 referrals from 2017-2018. We are up 26% for the first quarter 2019. The requirement changes with neonatal abstinence and lead exposure will continue this upward trend in Service Coordination. The Service Coordination Grant as approved will be for \$275,022.00 for fiscal year 2019-2020. Adding this full-time person could possibly cause total expenditures of \$312,381.69; however, that would be more conservative estimates and we fully expect to see additional grant dollars to cover this much needed service.

SUPERINTENDENT RECOMMENDATION 43-19: Superintendent Schnipke recommended that the Board abolish the part-time Early Intervention Service Coordinator position and replace it with an additional Early Intervention Service Coordination position.

Mrs. Hood moved to accept the recommendation of the Superintendent.

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

Mrs. Lehman, yes
Mrs. Hood, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

XII. Board Discussion: All Ability Playground campaign and Board training.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 7:10 p.m.

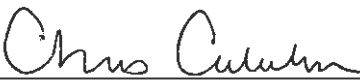
Ms. Montrose seconded the motion to adjourn.

Mr. McPheron, yes
Mrs. Lehman, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Hood, yes

Regular Board Meeting
June 25, 2019
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary