

June 25, 2019

- 44-19 Approval of the Agenda
- 45-19 Approval of the Minutes from the May 28, 2019 Regular Board Meeting
 - Approval of Transfer of Alyssa Plontz from Service and Support Associate to Early Intervention Service Coordinator
 - Approval of Retirement of Vicki Ludwick as Instructor – Adaptive Physical Education
 - Approval of the following Inspection Reports:
 - Frost Roofing, Inc – Roof Inspection
 - Concurrence with the transfers for May 2019
- 46-19 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 47-19 Approve Service Contract with Marimor Industries, Inc for Non-Medicaid Services
- 48-19 Approve Marimor School Handbook
- 49-19 Approve Substitute Rates of Pay
- 50-19 Approve Amended Rate of Pay for Substitute Cafeteria Worker
- 51-19 Approve Updated Position Descriptions
- 52-19 Create Community and Recreation Instructor (Part Time) Position
- 53-19 Create Educational Aide – One on One (Temporary) Position
- 54-19 Create Substitute One on One School Nurse Position
- 55-19 Abolish the following Positions
 - Project SEARCH Instructor effective August 20, 2019
 - Adaptive Physical Education & Arts Activities Instructor
 - Educational Aide
 - Transition Carry Over School/Maintenance
- 56-19 Approve Non-Union Salary Increases
- 57-19 Approve Staff Inservice Budget
- 58-19 Approve Management Contracts
- 59-19 Approve Memorandum of Understanding with The Arc of Allen County, Kiwanis and The Marimor Legacy Foundation

60-19 Approve Contract with Champaign Residential Services, Inc.

61-19 Approve Service Contracts with the Ohio Department of Developmental Disabilities

62-19 Create one Service and Support Associate Position

63-19 Approve Transfer of Unrestricted Funds to Marimor Legacy Foundation

64-19 Approve Contract for Deafness and Hard of Hearing for Early Intervention

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

June 25, 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, June 25, 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, excused	Mrs. Linda Lehman, excused
Mr. Robert McPheron, present	Ms. Phyllis Montrose, present	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 Robert S. Robert started services with our Board when he was a very young child and he attended Marimor School until graduation. Then in 1995 Robert started to work at Marimor Industries. Currently, Robert works at We Can Too in St. Mary's five days a week. Robert's homemaker personal care (HPC) provider is Benchmark Human Services (BHS). He lives in a home with two housemates. Robert enjoys spending time with his housemates and they all really enjoy attending Lima Community Church of the Nazarene. Robert also enjoys fishing, going to the park and video games.

Robert was accompanied by his SSA, Courtney Shehata. Courtney has worked for the Board since February 25, 2019. She came to us from the residential field where in the past she had worked for our local provider Champaign Residential Services, Inc. as a program specialist and also at MRSI in Van Wert as a Program Director.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Approval of Deafness and Hearing Grant

Superintendent Schnipke

Approval of Transfer of Funds from Fund 2930 to
Marimor Legacy Foundation

Superintendent Schnipke

RESOLUTION 44-19:

Mr. Garlock moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mr. Fleming, yes

IV. Correspondence

There is no correspondence this month.

V. Hearing of the Public

VI. Staff Report

Tim Richards, Maintenance Foreman, discussed a report on the recent roof inspections we had completed by Frost Roofing and what we can expect in the next 2+ years with roof replacement and maintenance. He also gave an update on summer 2019 maintenance projects that are under way.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 45-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on May 28, 2019.
- B. Accept Personnel Report
 - 1. New Hires
 - 2. Transfers
 - a. Alyssa Plontz will be transferring to Early Intervention Service Coordinator from a Service and Support Associate effective July 8, 2019 at an annual salary of \$38,185.
 - 3. Terminations
 - a. Vicki Ludwick retired as an Instructor – Adaptive Physical Education effective June 6, 2019.

C. Inspection Reports

Type: Roof Inspection
Company: Frost Roofing, Inc.
Date: May 30, 2019
Scope: Marimor School, Administration Building, Garage, Marimor Industries Results: Service life remaining determined for each area of each building.

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

Ms. Montrose moved.

Mr. Garlock seconded the motion.

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes

VIII. Superintendent's Report

A. Superintendent Report for June 2019

B. Administrative

1. Children Services & Early Childhood Report – May 2019
 - Marimor School Newsletter, Volume 3, Number 9
 - Marimor School Survey
2. Quality & Support Services Report – May 2019
3. Service & Support Administration Report – May 2019
4. Human Resources Report – May 2019
 - HR Newsletter – June 2019
5. Community Connections Report – May 2019

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on June 25, 2019

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

19 - 37	Mother	Individual Support Services	Reimbursement for Respite Care
19 - 38	Mother	Individual Support Services	Reimbursement for Respite Care
19 - 39	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 40	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 41	Mother	Individual Support Services	Reimbursement for Respite Care

ETHICS COUNCIL RECOMMENDATION 46-19: 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

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mr. Fleming, yes

B. Finance Committee

Mr. Garlock reported that the year to date revenue was approximately 5.1 million dollars, which was \$129,000 under budget. Year to date expenditures were about 4.1 million dollars, which was \$474,000 under budget. Mr. Garlock also reported that the Board will be receiving the 2015 cost report settlement. It will be \$181,000 more than what was originally budgeted.

C. Personnel Committee

D. Planning Committee

E. Policy Committee

XI. New Business

A. Service Contract with Marimor Industries, Inc. for Non-Medicaid Services

We have completed contracts with all our service providers for the provision of non-Medicaid services for fiscal year 2019- 2020. The contract with Marimor Industries, Inc. (MII) is the only one that will exceed \$50,000 for the year requiring Board approval. The calendar year 2018 payments to Marimor Industries totaled \$210,510.00. This represents services for 31 individuals

SUPERINTENDENT RECOMMENDATION 47-19: Superintendent Schnipke recommended that the Board enter into a contract with Marimor Industries, Inc. for the provision of non-Medicaid services to individuals served by the Board for the period of July 1, 2019- June 30, 2020.

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

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

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Stolly, yes
Mr. Fleming, yes

Mr. Garlock, yes

B. Approve Marimor School Handbook

SUPERINTENDENT RECOMMENDATION 48-19: Superintendent Schnipke recommended that the Board approve the Marimor School Handbook for the 2019-2020 School Year as presented with one possible replacement page included if we can finalize the hiring of the Intervention Specialist candidate in July 2019.

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

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

Mr. Stolly, yes
Ms. Montrose, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mr. McPheron, yes

C. Substitute Rates of Pay

Due to the increased difficulty in securing substitute custodial staff and substitute Educational Aides it is recommended to increase the rate of pay to \$12.50 per hour and \$11.00 per hour respectively, effective July 1, 2019.

SUPERINTENDENT RECOMMENDATION 49-19: Superintendent Schnipke recommended that the Board approve the amended substitute rates of pay.

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

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

Mr. Garlock, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

Ms. Phyllis Montrose requested that the Board increase the hourly rate for the Substitute Cafeteria Worker position from \$9.75 per hour to \$10.00 per hour.

SUPERINTENDENT RECOMMENDATION 50-19: Superintendent Schnipke recommended that the Board approve to change the Substitute Cafeteria Worker rate of pay from \$9.75 per hour to \$10.00 per hour.

Ms. Montrose moved to accept the recommendation.

Mr. Garlock seconded the recommendation.

Mr. Stolly, yes
Ms. Montrose, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mr. McPheron, yes

D. Updated Position Descriptions

A complete review of all the position descriptions was completed this year. New language was added on all position descriptions in ‘Additional Comments: I understand that the Allen County Board of Developmental Disabilities is a Drug Free Workplace’. All Exempt Employee job descriptions were updated to say ‘Exempt/ Classified Employee’ and all ‘Non-Exempt were updated to say Non-Exempt / Classified Employee’ per the recommendation of the State Employee Relations Board (SERB). The Level of Supervision was updated on each job description to be more standardized based on the job grade of the position. For job descriptions that are flexible, which is a majority of them, the Normal Work Hours section was updated to say ‘Flexible to meet the agency’s needs’ or ‘Flexible to meet the agency/individuals served needs’. The final universal change was to add experience with standard office equipment including computers and Microsoft Office and similar software for advanced computer use under the Training and Experience section of the job description.

Position Code	Title	Changes
AD-204	Accounting Clerk	Standard as listed above.
AD-208	Administrative Assistant – Human Resources	Standard as listed above.
QS-206	Administrative Assistant – Quality and Support Services	Standard as listed above. Add – QSS and SSA filing; assistance with distributing patient liability forms
CS-404	Administrative Assistant – School	Standard as listed above. Updated the Supervisor’s Title throughout. Add Front door security system to Equipment and Machines section.
SC-207	Administrative Assistant – Service and Support Administration/Business	Standard as listed above. Add – Maintains the agency wide list for Consent to Release Information for Public Relations to assist with confidentiality and HIPAA compliance.

AD-203	Administrative Assistant – Superintendent	Standard as listed above. Add – Provides clerical support to the Community Relations Coordinator (P/T). Remove – serves as the Webmaster for agency website. Change Department Heads to Leadership Team.
QS-306	Behavior Support Specialist	Standard as listed above.
QS-307	Behavior Support Specialist & Consultant	Standard as listed above.
AD-206	Business Office Supervisor	Standard as listed above. Add – Secretary/Receptionist to positions supervised.
CS-104	Cafeteria Worker (P/T)	Standard as listed above. Add mixer and blender to Equipment and Machines section. Add Must take 8 hour Food Safety course every 5 years through School Nutrition Association.
CS-103	Cafeteria Worker (Substitute)	Standard as listed above. Add mixer and blender to Equipment and Machines section. Add – Requires 4 hours of CEU's annually to Training and Experience.
QS-315	Community Connections Specialist	Standard as listed above. Remove – Create and distributes quarterly agency newsletter that promotes the activities of the Allen County Board of Developmental Disabilities.
AD-303	Community Relations Coordinator (P/T)	Standard as listed above. Add – Serves as the webmaster for agency website.
CS-402	Cook	Standard as listed above. Update the Supervisor's title throughout. Add – mixer and blender to Equipment and Machines section. Add Must take 2 day Food Safety course every 5 years through School Nutrition Association and Ohio Department of health Safety and Sanitation: 8 hour training every 5 years to Licenses and Certificates. Change – Standard work hours to 6:00 am – 2:00 pm and Typically 188 work days plus 9 paid holidays
MT-102A	Custodial Worker	Standard as listed above.
MT-102B	Custodial Worker	Standard as listed above.
MT-105	Custodial Worker (Substitute)	Standard as listed above.
CS-302	Developmental Specialist	Standard as listed above. Update Supervisor's title. Remove II from title
CS-307	Developmental Specialist – Deafness & Hearing Impaired	Standard as listed above. Update Supervisor's title
CS-303	Developmental Specialist (P/T)	Standard as listed above. Update Supervisor's title. Remove I from title. Change Normal Work Hours to up to 29.75 hours per week.
AD-502	Director of Business	Standard as listed above. Add – Business Manager certification through DODD to Licenses and Certificates

CS-500	Director of Education and Early Intervention	Standard as listed above. Updated number directly supervise and indirectly supervise. Remove Project SEARCH Instructor, Transition Carryover Employee – School/Custodial and Instructor – Adaptive Physical Education from Employee’s Supervised. Changed the number of Educational Aides to 4. Changed the Educational Aide – One on One – Temporary to 3. Add Instructor Adaptive Physical Education (Part Time)
QS-408	Director of Quality and Support Services	Standard as listed above. Update – titles of staff supervised. Add – Waiver Services and the county board waiting list to job duties. Add Oversees coordination of the county Board Waiting Lists. Add the tracking of Non-Medicaid Services. Change program evaluation to strategic planning.
CS-407	Early Childhood Supervisor	Standard as listed above. Update staff supervised. Remove – Provides parent education and developmental instruction to achieve goals for child and family as identified on ISP. Remove – Provides oversight to shared service contracts with neighboring counties.
CS-304	Early Intervention Service Coordinator	Standard as listed above. Remove Perform other related duties as required from job accountabilities.
SC-311	Educational & Transition Consultant	Standard as listed above. Remove Project SEARCH liaison and Employment Navigation. Add community agencies. Add - Lead a committee to look at a young adult program for vocational skill training. Remove – complete exit follow up summaries for all children that leave ACBDD programs. Change lesson plans to Transition Plans
CS-108	Educational Aide	Standard as listed above. Update Supervisor’s title. Change teacher to Intervention Specialist. Remove reference to intellikeys, intellitools, boardmaker, buildability and add Unique Curriculum
CS-118	Educational Aide – One on One	Standard as listed above. Update Supervisor’s title. Remove reference to intellikeys, intellitools, boardmaker, buildability and add Unique Curriculum. Changes Standard School Year to up to 183 days.
CS-114	Educational Aide (Substitute)	Standard as listed above. Update Supervisor’s title. Change teacher to Intervention Specialist. Remove reference to intellikeys, intellitools, boardmaker, buildability and add Unique Curriculum
AD-202	Human Resource Director	Standard as listed above.
SC-350	Individual Support Specialist Coordinator	Standard as listed above.
SC-302	Intake/Support Services Coordinator	Standard as listed above.
SC-312	Intake/Support Services Coordinator – Child	Standard as listed above.
CS-306	Intervention Specialist	Standard as listed above. Update Supervisor’s title. Remove reference to intellikeys, intellitools, K-RAL, boardmaker, buildability and add Unique Curriculum.

CS-310	Intervention Specialist (Substitute)	Standard as listed above. Update Supervisor's title. Remove reference to intellikeys, intellitools, K-RAL, boardmaker, buildability and add Unique Curriculum.
QS-310	Investigative Agent	Standard as listed above.
QS-312	Investigative Agent (P/T)	Standard as listed above.
MT-402	Maintenance Foreman	Standard as listed above. Updated number of sub custodial workers supervised.
QS-317	Medicaid Assessment Specialist	Standard as listed above. Add – Serves as backup to the Intake Coordinator in completing Pre-Admission Screening and Resident Review (PASRR) assessments.
QS-314	Medicaid Quality Specialist	Standard as listed above. Add – Reviews all self-administration medication assessments and maintains tracking system for all RNQA reviews. Conducts new provider site visits to ensure suitability of settings to rule. Change Medicaid Services Specialist to Medicaid Services Supervisor
QS-308	Medicaid Services Supervisor	Standard as listed above. Change – Daily Rate Authorization to Monthly Rate Calculator. Change consumer to individuals served
CS-317	Occupational Therapist –EI (P/T)	Standard as listed above. Change Normal Work Hours to up to 29.75 hours per week.
AD-205	Records Clerk	Standard as listed above. Change Records Management Coordinator to Business Office Supervisor. Add – makes trips to the courthouse as requested.
CS-312	School Nurse	Standard as listed above. Update Supervisor's title. Change – Meets no less than quarterly with the Board's contracted Medical Director to Consults with students' physicians as appropriate for medical issues.
CS-322	School Nurse (Substitute)	Standard as listed above. Update Supervisor's title.
AD-207	Secretary/Receptionist	Standard as listed above. Change Primary Job Code #.
CS-204	Secretary/Receptionist	Standard as listed above. Change – mails IEP invitations to Prepares and mails IEP invitations. Change Updates pertinent data in required DODD systems to Enters and updates pertinent data in required DODD systems for EI and school age students. Update title of Director of Education to Director of Education and Early Intervention. Add Multi-line telephones and Front Door security systems and remove bus radio from Equipment and Machines section.

CS-102	Secretary/Receptionist (Substitute)	Standard as listed above. Add Administration Department and Add Business Office Supervisor as one of the Supervisors. Add as applicable to the duties that are required for subbing at the school. Add Preps and scans documents as needed. Shreds confidential documents as requested. Prepares items for mass mailings and ensures marketing materials are ready to be distributed. Add front door security system and adding machine to Equipment and Machines.
SC-406	Service and Support Administrator Director	Standard as listed above.
SC-305	Service and Support Associate	Standard as listed above. Add – Develops and monitors meaningful and measurable outcomes.
SC-307	Service and Support Associate Children	Standard as listed above. Add – Develops and monitors meaningful and measurable outcomes if applicable.
SC-402	Service and Support Associate Supervisor	Standard as listed above. Changed Medicaid Services Specialist to Medicaid Services Supervisor.
CS-309	Speech/Language Therapist - EI	Standard as listed above. Changed Supervisor's title.
AD-600	Superintendent	Standard as listed above. Add – Community Relations Coordinator (P/T) to Employees Supervised.
AD-304	Technology Coordinator	Standard as listed above.
AD-201	Transition Carry-Over Employee – ArtAbility	Standard as listed above.
QS-205	Transition Carryover Employee – Community Based Specialist	Standard as listed above. Change Provide Support to individuals to Provides support and assistance to individuals served who are unable to attend facility based services in person centered activities, including coordinating community activities as appropriate. Add to include coordination with nursing facility staff and families as applicable to Plan and implement community board activities for individuals served by the Board. Add case notes, releases of information, intake forms and MUI reports to Complete and maintain all records with timelines. Remove- Actively participate in the Person Centered Planning Process. Give input at team meetings and follow up services requested. Add -Provide support and assistance to the Friends, Allies and Neighbors (FANS) program and other community integration initiatives.
AD-200	Transition Carry-Over Employee – Vehicle Maintenance	Standard as listed above.
QS-316	Waiver Plan Specialist	Standard as listed above. Change Medicaid Services Specialist to Medicaid Services Supervisor.

SUPERINTENDENT RECOMMENDATION 51-19: Superintendent Schnipke recommended the Board approve the amended position descriptions as presented.

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes

E. Create Community and Recreation Instructor - Part-Time Position

With the retirement of the Adaptive Physical Education Instructor (APE) we have assessed our needs and find that a part-time APE instructor will sufficiently meet the needs of our students for the 2019-2020 school year.

SUPERINTENDENT RECOMMENDATION 52-19: Superintendent Schnipke recommended the Board approve the creation of the new position of Community and Recreation Instructor (P/T).

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes

F. Create Educational Aide – One on One (Temporary) Position

With the retirement of the Transition Carry Over Educational Aide & Maintenance staff person we have a need for one more Educational Aide- One on One (Temporary) staff member to be assigned to one student for the 2019-2020 school year.

SUPERINTENDENT RECOMMENDATION 53-19: Superintendent Schnipke recommended the Board approve the creation of an Educational Aide- One on One (Temporary) position.

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes

G. Create Substitute Position

In reviewing all position descriptions we found that we did not have one for the position of One on One School Nurse (Substitute).

SUPERINTENDENT RECOMMENDATION 54-19: Superintendent Schnipke recommended the Board approve the creation of a one on one substitute school nurse position.

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

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

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Stolly, yes
Mr. Fleming, yes

Mr. Garlock, yes

H. Abolish Positions

Due to several retirements in early 2019 and the Project Search program moving to Apollo for the 2019-2020 school year there are four positions that can be abolished at this time.

SUPERINTENDENT RECOMMENDATION 55-19: Superintendent Schnipke recommended abolishing the Project Search Instructor position effective August 20, 2019, abolish the Adaptive Physical Education & Arts Activities Instructor, one Educational Aide and the Transition Carry Over School/ Maintenance position effective June 25, 2019.

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

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

Mr. Stolly, yes
Ms. Montrose, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mr. McPheron, yes

I. Non-Union Salary Increases

There are 64 non-union staff members eligible for salary increases at this time; 11 staff have now reached the top of their salary range thus making them eligible for a one-time bonus when they arrive at the top of the range. Both a nominal base increase and a merit increase were considered for the recommendations presented. If a staff member received an increase another time this year, for example due to promotion or job change, their annual increase was applied at that time.

SUPERINTENDENT RECOMMENDATION 56-19: Superintendent Schnipke recommended the Board approve the non-union salary increases.

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

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

Mr. Garlock, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

J. Approve Staff Inservice Budget

This year the all staff in-service will be held on September 6, 2019. Training is planned throughout the day with several guest presenters as well as our own staff providing information on all required topics. This will be the fourth year we have also used this day for a Staff Appreciation event in lieu of another outside, after hours gathering. On this day we will present service awards and two special awards, the Weinheimer Advocacy Award and the Commitment to Service Excellence Award. Lunch will be provided as this is a very full day with training and personnel requirements scheduled all day. Additionally, our United Way campaign will kick off at the all staff in-service. For the past three years the incentive offered was very successful for the campaign so we would like to repeat this endeavor.

SUPERINTENDENT RECOMMENDATION 57-19: Superintendent Schnipke recommended that the Board approve up to \$3,500.00 for the Staff Inservice Day, Service Awards, Special Awards and the United Way incentive.

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

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes

K. Approve Management Contracts

EMPLOYEE NAME	POSITION	MANAGEMENT CONTRACT TYPE
Barbara Blass	Director of Education & Early Intervention	1
Jeremie Boop	Technology Coordinator	1
Christine Calvelage	Human Resource Director	1
Melodie Conley	Service & Support Administration Director	1
Bethany Ernest	Service & Support Associate Supervisor	1
Shirley Evans	Investigative Agent	1
Jennifer Frail	Business Office Supervisor	1
Lisa Kirk	Accounting Clerk	1
Jana McVetta	Director of Quality & Support Services	1
Tim Richards	Maintenance Foreman	1
Kristy Schweingruber	Service & Support Associate Supervisor	1
Shelly Snyder	Service & Support Associate Supervisor	1
Rachael Staley	Early Childhood Supervisor	1
Sarah Troyer	Community Connections Specialist	1
Angela Wenger	Individual Support Services Coordinator	1
Cheryl Zimmerly	Medicaid Services Supervisor	1
Dean McCombs	Investigative Agent (P/T)	1
Morgan Rigali	Community Relations Coordinator (P/T)	1
Martha Nance	Director of Business	2

SUPERINTENDENT RECOMMENDATION 58-19: Superintendent Schnipke recommended that the Board approve the management contracts for the exempt employees as presented.

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

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

Mr. McPheron, yes	Ms. Montrose, yes	Mr. Stolly, yes
Mr. Garlock, yes	Mr. Fleming, yes	

L. Memorandum of Understanding (MOU) Approval

We have been asked to enter into an MOU with The Arc of Allen County, Kiwanis and the Marimor Legacy Foundation for the handling of the fundraising campaigns for our All Ability Playgrounds. The agreement outlines how each party will handle the duties and how funds will be maintained by the Marimor Legacy Foundation.

SUPERINTENDENT RECOMMENDATION 59-19: Superintendent Schnipke recommended that the Board approve the MOU for the All Ability Playgrounds fundraising with The Arc of Allen County, the Kiwanis of Lima and the Marimor Legacy Foundation.

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

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

Mr. McPheron, yes	Ms. Montrose, yes	Mr. Stolly, yes
Mr. Garlock, yes	Mr. Fleming, yes	

M. Champaign Residential Services, Inc. (CRSI)

Each year we enter into contract for the provision of Room and Board compensation for Champaign Residential Services, Inc. as they provide residential services in licensed group home facilities. The Board is only billed for what the individual residents cannot pay.

The cost to the Board is minimal as the residents' resources cover the vast majority of room and board costs; however, we continue to deal with several vacancies in both systems throughout the year.

SUPERINTENDENT RECOMMENDATION 60-19: Superintendent Schnipke recommended the Board approve the Room & Board Contracts for Individuals Living in a Licensed Facility with CRSI at a rate of \$24.73 per day as needed.

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

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

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Stolly, yes
Mr. Fleming, yes

Mr. Garlock, yes

N. Approve Service Contracts with the Ohio Department of Developmental Disabilities

It is time to renew the contract with the Ohio Department of Developmental Disabilities for short term stabilization services at Northwest Ohio Developmental Center (NODC), a division of the Ohio Department of Developmental Disabilities (DODD). The new federal match percentage on July 1st will be 36.96% (a slight decrease from FY 2019 at 36.99%). If the per diem stays at \$775.54, our portion per day will be \$286.64. We currently have three men at NODC. This is the most we have had in many years. One man is set to come back to live in the new home once it is completed. The other two are there for short term stabilization. The provider staffing situation is having an impact on securing local services. There is a process for some of the short term stabilization to be funded by DODD if this contracted process is followed; however, two men we have at NODC now are being funded by our Board.

SUPERINTENDENT RECOMMENDATION 61-19: Superintendent Schnipke recommended that the Board enter into a two-year contract with the Ohio Department of Developmental Disabilities for short term stabilization services as needed at NODC. The total amount of the contract cannot be estimated as it would depend on how many admissions are necessary; however, it will be not exceed \$500,000 per fiscal year.

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

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

Mr. Stolly, yes
Ms. Montrose, yes

Mr. Garlock, yes
Mr. Fleming, yes

Mr. McPheron, yes

O. Create SSA Position

We have budgeted to add an SSA in 2019. Superintendent Schnipke has been watching the numbers very closely and we are now serving 620. Additionally, we have a myriad of Family Medical Leave issues and coverage of caseloads happening that has driven the SSAs caseloads higher than we would like. Superintendent Schnipke would like to add one new SSA position at this time. The SSAs will most likely use this to provide caseload coverage over the next 9 months. Then we will make a long term decision on the need. If the overall numbers continue to climb, it will likely be a long term need.

SUPERINTENDENT RECOMMENDATION 62-19: Superintendent Schnipke recommended that the Board add one SSA position as budgeted for 2019.

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

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

Mr. Garlock, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

Ms. Montrose, yes

P. Transfer of Unrestricted Funds to Marimor Legacy Foundation

SUPERINTENDENT RECOMMENDATION 63-19: Superintendent Schnipke recommended that the Board transfer \$40,000 from the All Ability Playground account in Fund 2930 Unrestricted Funds to the Marimor Legacy Foundation All Ability Playground account.

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

Mr. Stolly seconded the recommendation of the Superintendent.

The following roll call was called:

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, abstain

Q. Personal Service Contract for Deafness and Hard of Hearing for Early Intervention

SUPERINTENDENT RECOMMENDATION 64-19: Superintendent Schnipke recommended that the Board approve the Personal Service Contract with the Ohio Department of Developmental Disabilities for the Early Intervention Deafness and Hard of Hearing grant in the amount of \$79,860.

Ms. Montrose moved to accept the recommendation.

Mr. Garlock seconded the recommendation.

Ms. Montrose, yes
Mr. McPheron, yes

Mr. Stolly, yes
Mr. Fleming, yes

Mr. Garlock, yes

XII. Board Discussion

XIII. Other Items to Come Before the Board

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 7:08 p.m.

Mr. Stolly seconded the motion to adjourn.

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

Mr. Stolly, yes

Regular Board Meeting
August 27, 2019
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary