

August 27, 2019

65-19 Approval of the Agenda

66-19 Approval of the Minutes from the June 25, 2019 Regular Board Meeting
Approval of Hire of Bradley Davis as a Service and Support Associate
Approval of Hire of Shannon Garman as an Educational Aide – One on One (Temporary)
Approval of Hire of Vicki Ludwick as a Community and Recreation Instructor (Part Time)
Approval of Hire of Heather Fuqua as an Education Aide – One on One (Temporary)
Approval of Hire of Brenda Kane as an Intervention Specialist
Approval of Resignation of Erin Funk as an Educational Aide – One on One (Temporary)
Approval of the following Inspection Reports:
Tim Richards, Maintenance Foreman – Overhead Door Inspection
Lima Fire Equipment Company – Kitchen Inspection
Concurrence with the transfers for June 2019

67-19 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

68-19 Approval of the Financial Summaries and Bills Paid in June and July 2019

69-19 Approval of the following Policy Actions

- Amend: Policy 3.1 Confidentiality, Privacy and Computer Security Definitions
- Policy 3.2 Confidentiality- General Rules
- Policy 3.3 Minimum Necessary Information
- Policy 3.4 Confidentiality Safeguards (Oral & Written)
- Policy 3.5 Speaking with Family and Friends of an Individual Receiving Services
- Policy 3.6 Authorizations
- Policy 3.7 Verification
- Policy 3.8 Minors, Guardians/Personal Representatives and Deceased Individuals
- Policy 3.9 Duty to Report Violations and Security Incidents
- Policy 3.10 Disclosures that Do Not Require An Authorization
- Policy 3.11 Individual's Right to Access Records
- Policy 3.12 Individual's Right to Request Amendment of Records
- Policy 3.13 Individual's Right to Receive an Accounting of Disclosures
- Policy 3.14 Individual's Right to Request Additional Restrictions
- Policy 3.15 Individual's Right to Request Confidential Communications
- Policy 3.17 Business Associate Agreements
- Policy 3.18 Notice of Privacy Practices

Policy 3.19 Non-Intimidation and Non-Retaliation
Policy 3.20 HIPAA Documentation
Policy 3.38 Social Media
Policy 3.39 Board Owned Electronic Devices and Remote
Computers
Policy 6.12 Individual Support Services
Policy 6.19 Complaint Resolution & Appendix

Abolish: Policy 3.16 Individual's Right to Notice of Privacy Policies

70-19 Approved Contract for Room & Board with Ottawa Valley Center, Inc.

71-19 Recommend Placing Items on GovDeals.net for Auction

72-19 Approved Membership with the Southwestern Ohio Educational Purchasing Council

73-19 Accept Change Order Number 001 with Arcan Builders, Ltd.

74-19 Approval to Create Three Educational Aide One on One (Temporary) Positions

75-19 Approved Salary Adjustment for Angela Deeds

76-19 Approved Revised Position Description for Director of Education and Early Intervention

77-19 Approval to Amend Policy 1.13 – Table of Organization

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

August 27, 2019

**5:30 p.m. Regular Board Meeting
2550 Ada Rd, Lima OH 45801**

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, August 27, 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, present
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 Service and Support Associate (SSA) Stephenie Fuerstenau. Stephenie became employed with the Board on November 9, 2017. She had previously been employed by the Hancock County Board of Developmental Disabilities for three years as an SSA. Stephenie also had worked as a Community Employment Specialist in Hancock County.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 65-19:

Mr. Garlock moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

IV. Correspondence

There are three items of correspondence included this month. First, is an invitation from the Lima Kiwanis Club for their 100th anniversary celebration. The entire Board was invited to this event. Second, is a memo dated August 2, 2019 from the Ohio Department of Developmental Disabilities notifying the Board that the local Family and Children First Council (FCFC) will receive funds (that were previously expected to end in June 30, 2019) for the coordination of Early Intervention (EI) outreach activities. The Board has provided limited EI outreach activities through Rachael Staley, the Early Childhood Supervisor, for the past two years. Rachael conducts weekly hospital visits for all new moms. The grant award is slightly lower than last year at \$13,128.00; however, we are very happy to receive this award for fiscal year 2020 outreach activities. The attached memo also explains the role of Bright Beginnings as the primary agency to conduct outreach activities for Early Intervention in the state of Ohio. Third, is a June 2019 email from SSA Melissa Weaver that the Board may find touching to read.

V. Hearing of the Public

VI. Staff Report

The Department Directors presented an overview of their department's responsibilities. Additionally, there was discussion on a recent staff survey and adding cell phones for all the positions that provide direct services.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 66-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held on June 25, 2019.
- B. Accept Personnel Report
 1. New Hires
 - a. Bradley Davis was hired as a Service and Support Associate effective July 8, 2019 at an annual salary of \$37,500.
 - b. Shannon Garman was hired as an Educational Aide – One on One (Temporary) effective August 19, 2019 at an hourly rate of \$13.15.
 - c. Vicki Ludwick was hired as a Community and Recreation Instructor (Part-Time) effective September 9, 2019 at an hourly rate of \$39.10.
 - d. Heather Fuqua was hired as an Educational Aide – One on One (Temporary) effective August 19, 2019 at an hourly rate of \$12.31.
 - e. Brenda Kane was hired as an Intervention Specialist effective August 16, 2019 at an annual salary of \$47,557, step 5 – Masters.

2. Transfers

3. Terminations

- a. Erin Funk resigned as an Educational Aide – One on One (Temporary) effective June 21, 2019.

C. Inspection Reports

Type: Overhead Door Inspection
Company: Tim Richards, Maintenance Foreman
Date: June 27, 2019
Scope: Marimor School, Administration Building, Maintenance Garage, and Marimor Industries
Results: Marimor Industries dock doors are scheduled to be painted and the overhead door at Secure Shred has some moderate damage but only needs monitored at this time. All doors are in proper working condition.

Type: Kitchen Inspection
Company: Lima Fire Equipment Company
Date: June 19, 2019
Scope: Marimor School; oven, range, grill and steamer
Results: No findings noted.

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during June and July 2019.

Mr. McPheron moved.

Mr. Stolly seconded the motion.

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mr. Fleming, yes

VIII. Superintendent's Report

A. Superintendent Report for July & August 2019

B. Administrative

- 1. Children Services & Early Childhood Report – June & July 2019
- 2. Quality & Support Services Report – June & July 2019
 - LODDI financials – April, May, June 2019 and June 2019 minutes
- 3. Service & Support Administration Report – June & July 2019

4. Human Resources Report – June & July 2019
 - HR Newsletter – July 2019
5. Community Connections Report – June & July 2019

IX. Old Business

X. Committee Reports

A. Ethics Council – Met on August 27, 2019

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

19 - 42	Grandmother/Guardian	Individual Support Services	Reimbursement for Respite Care
19 - 43	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 44	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 45	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 46	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 47	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 48	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 49	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 50	Father	Individual Support Services	Medical Travel Reimbursement

ETHICS COUNCIL RECOMMENDATION 67-19: 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

Mrs. Lehman, yes

Mr. Fleming, yes

B. Finance Committee – Met on August 23, 2019

SUPERINTENDENT RECOMMENDATION 68-19: Superintendent Schnipke recommended that the Board approve the Financial Summaries and bills paid for June and July 2019 as presented.

Ms. Montrose moved.

Mr. McPheron seconded the motion.

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Mr. Fleming, yes

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

Policy 3.1-3.20 - It has been almost three years since we reviewed Chapter 3 of the policy manual titled Confidentiality, Privacy and Computer Security. This month half of the chapter was reviewed and next month the other half will be reviewed. All associated rules and laws were consulted in the review. Numbers for 3.1-3.9 were updated to reflect how all other chapters were renumbered as 3.01-3.09. Other changes include definition updates, changing the abbreviation for ISP to 'Individual Service Plan', formatting changes, adding additional safeguards where needed, making changes related to having a centralized system for the release of records from the agency. Policy 3.16 was abolished as it mirrors another policy and could be combined.

Policy 3.38 Clarification was added in several sections after reviewing samples policies from the Ohio Association of County Boards (OACB) and several other County Board policies. Clarifications include the type of communications this policy refers to, Board branding of information and how the Board will handle the posting of sensitive material to the Board's media sources.

Policy 3.39 This policy has substantial changes, including the name change. There is much new information as the distribution of cell/smart phones to our direct service positions is underway.

Policy 6.12 There was more clarification to this new program in light of learning more about requests being made. Further defined respite and separated Remote Supports/Technology from Assistive Equipment for clarity. Added a definition for Camps and further defined therapies.

Policy 6.19 Complaint Resolution and Appendix was updated to match the rule changes on July 1, 2019. Changes made included definitions, and clearing up the informal and formal process to complain about an action of the Board. Appendix updated accordingly and is used as the handout to all individuals served when action is taken by the Board and its employees.

POLICY COMMITTEE RECOMMENDATION 69-19: The Policy Committee recommended the Board amend Policy 3.01-3.15 and 3.17-3.20, Policy 3.38, Policy 3.39, Policy 6.12 and Policy 6.19. The Policy Committee also recommended that Policy 3.16 be abolished.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. Stolly, yes
Mr. McPheron, yes

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

XI. New Business

A. Contract for Room & Board with Ottawa Valley Center, Inc.

Each year we enter into a contract for the provision of Room and Board compensation for Ottawa Valley Center, as they provide residential services in licensed group home facilities. The Board is only billed for what the individual residents cannot pay. The rate per day is increasing from \$25.45 to \$25.84. The approximate cost to the Board annually will be \$6,000.00.

The cost to the Board is minimal as the residents' resources cover the vast majority of room and board costs.

SUPERINTENDENT RECOMMENDATION 70-19: Superintendent Schnipke recommended the Board approve the Room & Board Contract for Individuals Living in a Licensed Facility at a daily cost of \$25.84 for Ottawa Valley Center for the period of September 1, 2019- June 30, 2020.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

B. Recommend Placing Items on GovDeals.net for Auction

TAG #	DESCRIPTION
20654	Set of single lockers - 4 tall
20887	Tan 4 shelf metal bookshelf
23416	Metal Tall bookshelf
23656	Eyewash Station
24370	Blue arm chair
26376	Printer - Brother HL5250DN - partially disassembled
26513	Monitor - HP1740
26519	Monitor - HP1740 - no stand
26626	Monitor - HPL1750
26627	Monitor - HPL1750
26630	Monitor - HPL1750 - no stand
26635	Monitor - HPL1750
26676	Tower HP Dc5800
26729	Monitor - HPL1750
26821	Kodak camera/cord/adapter
26835	Monitor - HP1745 - no stand
26846	Monitor - Planar PT1710MX-BK
26849	Monitor - Planar PT1710MX-BK
26850	Monitor - Planar PT1710MX-BK

26851	Monitor - Planar PT1710MX-BK
26865	Printer - Brother HL5370DW
26877	Monitor - Planar PT1710MX-BK
26887	Tower - HP 6000 Pro
26890	Tower - HP 6000 Pro
26897	Tower - HP 6000 Pro
26911	Monitor - HP 1710
26918	Monitor - HP 1710
26922	Monitor - HP 1710 - no stand
26929	Monitor - HP 1710
26936	Monitor - Planar PT1705MU-BK
26939	Tower - HP 6000 Pro
26943	Tower - HP 6000 Pro
26944	Tower - HP 6000 Pro
27018	AV Cart w/speaker
27020	AV Cart w/speaker
27030	Laptop Elite book 8560p - For parts only
27035	Projector - Powerlite 83V
27038	Projector - Powerlite 83V
27041	Projector - Powerlite 83V
27111	Tower HP 8000 Elite
27112	Tower HP 8000 Elite
27115	Tower HP 8000 Elite
27227	Projector - Powerlite 83V
27228	Projector - Powerlite 83V
27292	Laptop HP Elite book 8560p
27293	Laptop HP Elite book 8560p
27294	Laptop HP Elite book 8560p
27295	Laptop HP Elite book 8560p
27299	Laptop HP Elite book 8560p
27300	Laptop HP Elite book 8560p
27302	Laptop HP Elite book 8560p
27304	Laptop HP Elite book 8560p
27314	Laptop HP Elite book 8560p
27415	Laptop - HP Elite book 8570p
27418	Laptop HP Elite book 8560p
27421	Laptop - HP Elite book 8570p
27427	Docking Station HP
27431	Docking Station HP
27480	Laptop HP Zbook 15
27481	Laptop HP Zbook 15
27487	Laptop - HP Elite book 8570p
27490	Docking Station HP
27544	Laptop HP Zbook 15

27545	Laptop HP Zbook 15
27569	Laptop HP Zbook 15
27602	Laptop HP Zbook 15
27902	Docking Station HP Advanced
27908	Docking Station HP
27911	Docking Station HP
27914	Docking Station HP
27918	Docking Station HP
27920	Docking Station HP
27923	Docking Station HP
27924	Docking Station HP
27925	Docking Station HP
27932	Docking Station HP
27934	Docking Station HP
27937	Docking Station HP
27974	Laptop HP Elite book 8560p
27975	Laptop HP Elite book 8560p
27977	Laptop HP Elite book 8560p
27979	Laptop HP Elite book 8560p
27980	Laptop HP Elite book 8560p
27982	Laptop HP Elite book 8560p
27987	Laptop Elite book 8560p - For parts only
27991	Laptop HP Elite book 8560p
27994	Laptop HP Elite book 8560p
27997	Laptop Elite book 8560p - For parts only
Asset 7882	2003 Grey Ford Taurus - mileage 229,612
Asset 7889	2003 Green Ford Taurus S/W - mileage 209,072
Asset 7896	2002 Colorado Red Dodge Van - mileage 52,267
Asset 9817	2005 Tan Ford Taurus - mileage 145,820
Asset 9892	2006 Powder Blue Ford Taurus Sedan - mileage 102,103
NN	Automotive - Misc - Bus starters, alternators, belts
NN	Automotive - Misc - First Aid Supplies
NN	Automotive - Misc - Bus fans, bearings, mirrors, stop signal, side window, hoses etc.
NN	Automotive - Misc - Seat belts, hub caps, radios, wiring, storage bags
NN	Basketball poles with backboard & net - 2
NN	Bench - homemade wooden
NN	Books - Box of preschool teaching books
NN	Bookshelf - Tan 3 shelf metal
NN	Chairs - 2 blue with arm
NN	Desk - Gray Corner

NN	Docking Station - HP
NN	Docking Station - HP
NN	Docking Station - HP
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NN	Docking Station - HP
NN	Docking Station - HP
NN	Docking Station - HP
NN	Docking Station - HP
NN	File Cabinet - Tan 4 drawer
NN	Light Poles - 7
NN	Maintenance - Misc - broom, plastic trash cans, plastic containers, Towel Dispenser, Eyewash station, glass light covers, etc.
NN	Monitor - HP1740
NN	Monitor - HP Pro display P17A
NN	Monitor - Dell E196FPb
NN	Monitor - Dell 1706FPvt
NN	Monitor - Dell E177FPb
NN	Monitor - Dell E172FPt
NN	Monitor - Dell E198FPf
NN	Office Supply - Misc - Binders, desk organizers, plastic blue organizer, plastic trays
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Epson Stylus C88
NN	Printer - Samsung SCX-4623 FW
NN	Shelf - Metal
NN	Scanner - portable 1R1Scan - needs repair
NN	Scanner - portable Vupoint - needs repair
NN	Tower HP 8000 Elite
NN	Tower HP Dc5100s
NN	Toys - games - puzzles
NN	Wheelchair tray - plastic

SUPERINTENDENT RECOMMENDATION 71-19: Superintendent Schnipke recommended that the Board request the Allen County Commissioners declare the items listed as not needed for public use, obsolete or unfit for use in accordance with §307.12 (E) ORC. Upon receipt of approval from the County Commissioners, authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

Mr. Stolly moved.

Mr. Garlock seconded the motion.

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

C. Membership with the Southwestern Ohio Educational Purchasing Council

As we were working on the cafeteria bids for the 2019-2020 school year, a vendor provided information about a cooperative purchasing council for schools where prices are significantly lower. Upon research we found we can save a significant amount of money on many items, including milk and bread for the cafeteria. This council requests a resolution to join, although there is no cost to join.

SUPERINTENDENT RECOMMENDATION 74-19: Superintendent Schnipke recommended the Board agree to the Constitution and By-Laws of the Southwestern Ohio Educational Purchasing Council (EPC), and elect to become a member of the EPC, a Regional Council of Government under 167 of the Ohio Revised Code.

Mr. Stolly moved.

Mrs. Lehman seconded.

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

D. Accept Change Order Number 001 with Arcon Builders, Ltd

The only change order for the renovation of the parking lot and driveways is for two credits. The first is a credit to use stone and asphalt in lieu of replacing with new. A credit was also given for one sign that we do not need. Also, this credit does deduct an additional striping on the interior ‘roadway’ and thickening asphalt in select areas. The second credit is then for unused contingency funds. The total of the credit is for \$17,505.44. The total project was to be \$315,800.00 and will be completed at \$298,294.56.

SUPERINTENDENT RECOMMENDATION 73-19: Superintendent Schnipke recommended the Board approve a request for the County Commissioners to approve Change Order 001 with Arcon Builders, Ltd. The change outlines credits to the Board and completes the project under budget by \$17,505.44.

Mr. McPheron moved.

Mr. Stolly seconded the motion.

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Stolly, yes
Mr. Fleming, yes

E. Create Educational Aide One on One (Temporary) Positions

Historically, Marimor School has used substitute staff to fill the role of the one-on-one Educational Aides assigned per student who needs this level of support. It has become increasingly difficult in this workforce to hire and retain substitute staff. We have often worked without as many employees needed for these positions, which is not in the best interest of the student. Last year, we began asking the school districts with children at Marimor School to increase the funding so we could hire temporary Educational Aides and provide them with improved pay and benefits. This has worked out well and now all school districts have agreed to this funding structure. We have 3 of these positions now and at this time need to create 3 more. The only risk for the Board would be unemployment costs if the student were to exit school for some reason.

SUPERINTENDENT RECOMMENDATION 74-19: Superintendent Schnipke recommended the Board approve the creation of three Educational Aides- One on One (Temporary) positions.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes
Mrs. Lehman, yes

Mr. Stolly, yes
Mr. McPheron, yes

Mr. Garlock, yes
Mr. Fleming, yes

F. Salary Adjustment

Due to the hiring of multiple Educational Aides and applying the salary range for this position, we need to adjust the hourly wage of the only Educational Aide One on One (Temporary) returning from last school year.

SUPERINTENDENT RECOMMENDATION 75-19: Superintendent Schnipke recommended the Board increase the hourly rate for Angela Deeds from \$11.13 to \$12.31 retro to July 1, 2019 to align with current salary schedule.

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Mr. Stolly, yes
Mr. McPheron, yes

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Fleming, yes

G. Approve Revised Position Description

The position description for the Director of Education and Early Intervention has been updated to reflect the changes with the new Educational Aide One on One (Temporary) positions being added and the new part-time Community & Recreation Coordinator.

SUPERINTENDENT RECOMMENDATION 76-19: Superintendent Schnipke recommended the Board approve the revised position description for the Director of Education & Early Intervention.

Mr. McPheron moved.

Mrs. Lehman seconded the motion.

Mr. Garlock, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Fleming, yes

H. Approve Amended Table of Organization - Policy 1.13

SUPERINTENDENT RECOMMENDATION 77-19: Superintendent Schnipke recommended approving amended Policy 1. 13, Table of Organization, with the addition of the new Educational Aide One on One (Temporary) positions and other related changes to titles, removing an abolished position, etc. Many of these changes were made at the June 2019 Board meeting.

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mr. Fleming, yes

XII. Board Discussion: Board Training after the September 2019 meeting.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Stolly moved to adjourn the meeting at 6:47 p.m.

Ms. Montrose seconded the motion to adjourn.

Mrs. Lehman, yes

Mr. Stolly, yes

Mr. McPheron, yes

Mr. Garlock, yes

Mr. Montrose

Mr. Fleming, yes

Regular Board Meeting
September 24, 2019
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary