

October 22, 2019

82-19 Approval of the Agenda

83-19 Approval of the Minutes from the September 24, 2019 Regular Board Meeting

Approval of Hire of Brittany Legge as a Service and Support Associate

Approval of Hire of Samantha Lee as a Service and Support Associate

Approval of Resignation of Brenda Kane as an Intervention Specialist

Approval of Resignation of Laken Pugsley as a Service and Support Associate

Approval of the following Inspection Reports:

Bell Security – Security Systems

Tanknology, Inc. – Underground Tank Inspection

Allen County General Health District – School Environment Inspection

Concurrence with the transfers for September 2019

84-19 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

85-19 Approval of Review of Ethics for Brittany Legge

86-19 Approval of the Financial Summaries and Bills Paid in September 2019

87-19 Approval of Transfer into the Medicaid Reserve Fund

88-19 Tabled Contract for Fleet Management

89-19 Approve Preliminary Annual Action Plan for 2020 and Set Public Hearing

90-19 Approve Agreements with Marimor Industries, Inc

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**MINUTES**

**October 22, 2019**

**5:00 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, October 22, 2019 in the administration board room. President Fleming called the meeting to order at 5:00 p.m. with the following roll call response:

Mr. Martin Garlock, present  
Mrs. Linda Lehman, excused  
Ms. Phyllis Montrose, present  
Mr. Thomas Fleming, present

Mrs. Christina Hood, present at 5:05 pm  
Mr. Robert McPheron, present  
Mr. Adam Stolly, 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 Angela Wenger. Angela has been employed by the Board since November 3, 1997. Her first role was a Residential Services Coordinator. In the early 2000's this role converted into the SSA role as we know it today. Angela served many years as an SSA, working with some individuals for more than 20 years, until she accepted the Individual Support Services (ISS) Coordinator position on December 6, 2018. She has worked with this new program from the ground up and will be giving an update on the progress of ISS during Staff Report later in the agenda.

Pledge of Allegiance

**III. Revision and Acceptance of the Agenda**

RESOLUTION 82-19:

Mr. Garlock moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mrs. Hood, yes  
Mr. Stolly, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

IV. Correspondence

There was one item of correspondence, a copy of an email received from the Office of Exceptional Children at the Ohio Department of Education notifying us that Marimor School has met all the 2019 Special Education requirements. This is the highest rating given.

V. Hearing of the Public

VI. Staff Report

This month the staff report was given by Angela Wenger, Individual Support Services Coordinator and Martha Nance, Director of Business on the progress of the Individual Support Services program. The policy establishing this program is almost one year old; with implementation and enrollments nearing the 8 month mark. The successes and challenges, financial commitments, utilization and adjustments made over the course of the program were discussed. This also included the impact on individuals and families served.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 83-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held September 24, 2019.
- B. Accept Personnel Report
  - 1. New Hires
    - a. Brittany Legge was hired as a Service and Support Associate effective October 7, 2019 at an annual salary of \$38,500.
    - b. Samantha Lee was hired as a Service and Support Associate effective October 7, 2019 at an annual salary of \$37,500.
  - 2. Transfers
  - 3. Terminations
    - a. Brenda Kane resigned as an Intervention Specialist effective September 20, 2019.
    - b. Laken Pugsley resigned as a Service and Support Associate effective November 1, 2019.

C. Inspection Reports

Type: Security Systems  
Company: Bell Security  
Date: August 11, 2019  
Scope: Marimor School, Administration Building, Maintenance Garage,  
Marimor Industries Building  
Results: No concerns noted; all systems passed.

Type: Underground Tank Inspection  
Company: Tanknology, Inc.  
Date: August 11, 2019  
Scope: Underground Fuel Tanks  
Results: All areas passed with an equipment update from April 2019 review

Type: School Environment Inspection  
Company: Allen County General Health District  
Date: September 11, 2019  
Scope: Marimor School  
Results: One recommendation to charge the fire extinguisher in the 'school  
age' hallway. This was completed by Lima Fire Equipment.

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

Ms. Montrose moved.

Mrs. Hood seconded the motion.

Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mr. Fleming, yes

VIII. Superintendent's Report

A. Superintendent Report for October 2019

B. Administrative

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

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on October 22, 2019

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

19- 51	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 52	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 53	Father	Individual Support Services	Reimbursed for Purchase of Adaptive Equipment
19 - 54	Mother	Individual Support Services	Reimbursed for Purchase of Medical Products
19 - 55	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 56	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 57	Mother	Individual Support Services	Medical Travel Reimbursement
19 - 58	Mother	Individual Support Services	Reimbursed for Purchase of Adaptive Medical Equip.
19 - 59	Mother	Individual Support Services	Reimbursed for Purchase of Adaptive Equipment
19 - 60	Mother	Individual Support Services	Reimbursed for Sertoma Therapy Sessions
19 - 61	Father	Individual Support Services	Reimbursed for Aquatic Therapy Sessions
19 - 62	Mother	Individual Support Services	Reimbursed for Adaptive Bike
19 - 63	Mother	Individual Support Services	Reimbursed for Registration & Dance Sessions
19 - 64	Father	Individual Support Services	Reimbursed for ABA Therapy Sessions
19 - 65	Mother	Individual Support Services	Reimbursed for Respite Care Provided
19 - 66	Mother	Individual Support Services	Reimbursed for Respite Care Provided

**ETHICS COUNCIL RECOMMENDATION 84-19:** 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. Hood, yes

Mr. Fleming, yes

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

SSA Brittany Legge started at the Board on October 7, 2019 and completed a Conflict of Interest form in accordance with Policy 5.20. As part of this review she noted that her aunt is an employee of Benchmark Human Services, Inc. Due to Mrs. Legge’s employment as an SSA a full review was conducted. SSA Legge will work primarily with transitional age youth where provider involvement is much lower. She is not assigned any individuals currently served by her aunt or Benchmark

Human Services. SSA Legge will seek Supervisor assistance with any matters involving the Free Choice of Provider process on her caseload or services involving Benchmark in the future. The SSA Supervisory staff will be responsible to monitor this situation and make changes as needed to Mrs. Legge's caseload or duties to avoid any such conflict.

ETHICS COUNCIL RECOMMENDATION 85-19: 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 presently an ethical conflict in the employment of SSA Legge.

Mr. McPheron moved.

Mrs. Hood seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Mr. Fleming, yes

B. Finance Committee – Met on October 18, 2019

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 86-19: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for September 2019.

Mr. Garlock moved.

Mr. McPheron seconded the motion.

Mr. Stolly, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Fleming, yes

2. Approval of Transfer

FINANCE COMMITTEE RECOMMENDATION 87-19: The Finance Committee recommended and so moved that the Board approve the transfer of \$1,771,089 to Fund 2020 -Medicaid Reserve Fund.

Mr. Garlock moved.

Mr. McPheron seconded.

The following roll was called:

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Stolly, yes

Mr. McPheron, yes  
Mr. Fleming, yes

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

XI. New Business

- A. Approve Contract for Fleet Management

After a careful review of the Board’s vehicles and vehicle maintenance needs due to the retirement of the vehicle mechanic in early 2020, it was recommended the Board enter into a contract with Enterprise Fleet Management, Inc. for all vehicle needs. The primary difference will be the leasing of vehicles v. purchasing vehicles. It is estimated in calendar year 2020 there will be 9 replacement vehicles leased for the older vehicles being used now. The 9 new leases shall not exceed \$40,000 annually. Additionally, the projected preventive maintenance for these new leased vehicles, and the other Board vehicles, will not exceed \$12,000.00. (This is equal to \$8.00 per vehicle per month for the routine preventive maintenance of the leased vehicles, plus maintenance on the remaining fleet). If this arrangement is not satisfactory, the contract can be terminated at any time with no cause.

SUPERINTENDENT RECOMMENDATION 88-19: Superintendent Schnipke recommended the Board enter into a contract with Enterprise Fleet Management, Inc. for vehicle management not to exceed \$52,000 for calendar year 2020.

Mr. Garlock moved.

Mr. Stolly seconded the motion.

The Board decided to table this motion until November so more information can be gathered.

Ms. Montrose moved.

Mr. Garlock seconded.

Mrs. Hood, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mr. Fleming, yes

- B. Approve Preliminary Annual Action Plan for 2020 & Set for Public Hearing

The recommendations for the 2020 Annual Action Plan were provided to the Board. Also, included was the edited version for ease in finding all that was accomplished and proposed action steps changes that align with the 2018-2021 Strategic Plan. Superintendent Schnipke recommended the Public Hearing for the 2020 Annual Action Plan be held on Thursday November 21, 2019 at 4:30

p.m. This hearing will also include any public comment on the use of IDEA (Individuals with Disabilities Education Act) funds, which is required by law.

SUPERINTENDENT RECOMMENDATION 89-19: Superintendent Schnipke recommended to approve the Preliminary Annual Action Plan for 2020 and set the Public Hearing for November 21, 2019 at 4:30 p.m. in the Board Conference Room at 2500 Ada Rd Lima, Ohio.

Mr. Stolly moved.

Mr. McPheron seconded the motion.

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

C. Approve Agreements with Marimor Industries, Inc. (MII)

The two-year agreements with MII expire December 31, 2019. The Lease, Master Agreement and Memorandum of Understanding (MOU) were originally drafted by the Allen County Prosecutor's Office on behalf of the Board of DD and the Allen County Commissioners. Minor revisions to the dates and terms were made in 2017 and now in 2019.

The Master Agreement was approved by MII on October 17, 2019. This is between MII and the Board of DD. With this renewal, the Board has asked to terminate the separate Information Technology (IT) agreement, as such MII has been pursuing a separate contract for IT needs. The section on transportation was updated to reflect that the Board will no longer have a vehicle mechanic. Included in the Transportation section is an agreement how both the Board and MII can use vehicles from each other when needed. Additionally, there is a copy of the MOU between the Commissioners and the Board of DD for the lease funds to be transferred to the Board of DD for the operation, upkeep, maintenance, utilities and janitorial expenses at 2450 Ada Rd in accordance with the lease agreement.

The lease between the Allen County Commissioners and MII is also included. The lease amount is remaining at \$7,000.00 per month with the recommendation from all parties that the lease be offered for five years. It will expire December 31, 2024.

SUPERINTENDENT RECOMMENDATION 90-19: Superintendent Schnipke recommended the Board approve the Master Agreement with MII and approve the MOU with the Allen County Commissioners. Both will commence on January 1, 2020 and will be in place until December 31, 2024, a period of sixty months. The Board further agrees the Superintendent will coordinate with the Allen County Commissioners the approval of the lease agreement and the MOU before December 31, 2019.

Mr. McPheron moved.

Mr. Stolly seconded the motion.



The following roll was called:

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

XII. Board Discussion: Appoint Delegate to Association Conference

President Fleming will serve as the Delegate at the Ohio Association of County Boards of DD Convention in December. Superintendent Schnipke reported that Governor Mike DeWine will be the keynote speaker at the convention.

President Fleming informed the Board that it was time to begin the Superintendents Evaluation. Evaluation forms were distributed.

In OACB business, President Fleming reported that a rule is in process that may allow 16 and 17 year olds to work with individuals with disabilities. There are certain aspects of the job which they could not do such as driving individuals, medication distribution or personal care. He will keep the Board posted as this progresses.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:19 p.m.

Mr. Stolly seconded the motion to adjourn.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Mr. Fleming, yes

Regular Board Meeting  
November 26, 2019 at 5:00 p.m.  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

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Phyllis Montrose, Recording Secretary