

December 17, 2019

102-19 Approval of the Agenda

103-19 Approval of the Minutes from the November 26, 2019 Regular Board Meeting  
Approval of Resignation of Stephenie Fuerstenau as a Service and Support Associate  
Approval of the following Inspection Reports:  
Lippincott Plumbing and Heating & A/C, Inc – Kitchen Hood  
Lima Fire and Equipment Company – Sprinkler System  
Lima Fire and Equipment Company – Kitchen Inspection  
Concurrence with the transfers for November 2019

104-19 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

105-19 Approval of Financial Summary and Bills Paid – October 2019

106-19 Approval of 2020 Budget

107-19 Approve the following Policy Actions  
Amend: Policy 6.04 Early Intervention  
Early Intervention Handbook

108-19 Approve Contract with Garmann-Miller & Associates, Inc.

109-19 Approval of Two Service and Support Associate (Part-Time) Positions

110-19 Approval to Amend the Developmental Specialist – Deafness & Hearing Impairments Position

111-19 Review and Amend Superintendent's Contract

# ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## Minutes

December 17, 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, December 17, 2019 in room S120 at Marimor School. President Fleming called the meeting to order at 5:00 p.m. with the following roll call response:

Mr. Martin Garlock, present	Mrs. Christina Hood, present	Mrs. Linda Lehman, present
Mr. Robert McPheron, excused	Ms. Phyllis Montrose, 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 Anne Dunbar. Anne has worked for the Board since May 12, 1994. She definitely found her calling as she is an excellent advocate for others, great employee and all around nice person. When Anne was first hired by the Board she was an Employment Coordinator. She transferred into an Intake Coordinator position effective October 16, 1995, and has been working as an eligibility and intake specialist ever since. Anne is the 'front door' for services to individuals, and she is well known in the community for her role at the Board. Anne will serve as a person's pseudo SSA, sometimes for many months or even years, if needed. Anne knows a handful of people that do not want full services; however, they want her on speed dial if a crisis occurs.

Besides eligibility and intake, Anne has coordinated the annual Chicken BBQ for over 20 years, is one of the main coordinators of our Good Life positive culture work initiatives and she serves on various community committees, such as the Homeless Coalition. We could not do what we do at the Board without Anne Dunbar. Her latest endeavor was featured during Staff Report.

### Pledge of Allegiance

### III. Revision and Acceptance of the Agenda

RESOLUTION 102-19:

Mr. Garlock moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

IV. Correspondence

There was one item of correspondence. A letter of appreciation from the President of the Marimor Legacy Foundation, Esther Baldrige, thanking the staff for the money raised and the hard work in hosting the community garage sale in September.

V. Hearing of the Public

VI. Staff Report

This month the staff report was given by Anne Dunbar and Shirley Evans. A part of our Strategic Plan calls for the Board “to improve the quality of life of individuals served by reducing risk and increase reporting of concerns”. The hope is that the Board can increase awareness of the community in issues of abuse/neglect for individuals with developmental disabilities. Anne and Shirley shared the presentation they have been giving to community agencies and service groups during the past several months and the plans to share this message in 2020.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 103-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held November 26, 2019
- B. Accept Personnel Report
  - 1. Terminations
    - a. Stephenie Fuerstenau resigned as a Service and Support Associate effective December 6, 2019.
- C. Inspection Reports
  - Type: Safety Inspection
  - Company: Lippincott Plumbing and Heating & A/C, Inc.
  - Date: November 13, 2019

Scope: Marimor School  
Results: Inside kitchen hood inspected for grease; no cleaning required.

Type: Safety Inspection  
Company: Lima Fire and Equipment Company  
Date: December 4, 2019  
Scope: Administration, Marimor Industries & Maintenance Garage  
Results: Sprinkler System inspected; no adjustments needed

Type: Safety Inspection  
Company: Lima Fire and Equipment Company  
Date: December 4, 2019  
Scope: Marimor School  
Results: Kitchen inspection

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

Mrs. Lehman moved.

Mrs. Hood seconded the motion.

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

#### VIII. Superintendent's Report

A. Superintendent Report for December 2019

B. Administrative

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

IX. Old Business

X. Committee Reports

A. Ethics Council- Met on December 17, 2019

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

19- 76	Mother	Individual Support Services	Reimbursement for Respite Care
19 -77	Self	Individual Support Services	Reimbursement for Non-Medical Transportation
19 -78	Mother	Individual Support Services	Reimbursement for Medical Transportation
19 -79	Mother	Individual Support Services	Reimbursement for Medical Transportation

**ETHICS COUNCIL RECOMMENDATION 104-19:** The Ethics Council recommended and so moved that the Board approve the Direct Service Contract Involving Payment to an Immediate Family Member of an Eligible Individual as presented. The Ethics Council so moved the Board certify this review has met all the conditions of §O.R.C. 5126.033.

Mr. Stolly moved.

Mr. Garlock seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

B. Finance Committee- Met on December 17, 2019

Mr. Garlock reported that as of November, the year-to-date revenue was about \$9.95 million, which was \$22,400 under budget. Year-to-date expenditures were approximately \$10.4 million, which was \$303,000 over budget. The finance committee reviewed the 2016 cost report settlement information and the final draft of the 2020 budget.

1. Approval of Financial Information

**FINANCE COMMITTEE RECOMMENDATION 105-19:** The Finance Committee recommended that the Board approve the Financial Summary and bills paid for November 2019.

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

**FINANCE COMMITTEE RECOMMENDATION 106-19:** The Finance Committee recommended that the Board approve the 2020 Budget.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Fleming, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee- Met on December 17, 2019

Amend:

Policy 6.04

Policy 6.04 – The Early Intervention policy has been amended to match the new rule numbers and other changes made when this rule was updated July 1, 2019. The Early Intervention Handbook has also been updated to include a new Service Coordinator and the pictures used.

POLICY COMMITTEE RECOMMENDATION 107-19: The Policy Committee recommended the Board approve the amendments to Policy 6.04 and approve the revisions to the Early Intervention Handbook as presented.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

## XI. New Business

### A. Approve Contract

Type: Agreement between Owner and Architect  
Party: Garmann-Miller & Associates, Inc.  
Purpose: Architectural Services to consideration renovation at Marimor School  
Term: December 17, 2019 to end of project  
Cost: 8% of construction costs

SUPERINTENDENT'S RECOMMENDATION 108-19: Superintendent Schnipke recommended the Board approve the contract with Garmann-Miller & Associates, Inc.

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

**B. Approve Positions**

Two Service and Support Associates (SSAs) have requested consideration for part-time positions due to personal needs. In November, this idea was discussed with the Personnel Committee and after consideration, this will be implemented for a trial period to assess the impact on operations and individuals/families served. Given the recruitment and retention issues in the Service & Support Administration Department at this time, this seems like a win-win for the employee and Board. A full-time SSA position will be abolished when these are filled and new staff are trained. This will most likely be fully implemented when one staff returns from leave in March 2020.

SUPERINTENDENT RECOMMENDATION 109-19: Superintendent Schnipke recommended the Board approve adding two part-time Service and Support Associate (SSA) positions.

Mr. Stolly moved.

Mrs. Hood seconded the motion.

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

**C. Amend Position Description**

After analyzing the needs in Early Intervention, the recommendation was for the position of Developmental Specialist - Deafness & Hearing Impairments (part-time) be changed to full-time. Since the caseloads are very high in Early Intervention, this employee can be assigned to work with more families and can continue the important work of the PLAY (Play and Language for Autistic Youngsters) project for services to small children with autism.

SUPERINTENDENT RECOMMENDATION 110-19: Superintendent Schnipke recommended the Board approve the amendment of the Developmental Specialist - Deafness & Hearing Impairments (part-time) to full-time with additional duties as presented effective 12/18/19.

Mrs. Lehman moved.

Mr. Stolly seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

ADJOURN INTO EXECUTIVE SESSION

Mr. Garlock moved to adjourn into Executive Session to discuss the Evaluation and Compensation of the Superintendent at 6:05 p.m.

Mr. Stolly seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into Regular Session at 6:37 p.m.

Mrs. Hood seconded the motion.

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Fleming, yes

D. Review and Amend Superintendent's Contract

BOARD'S RECOMMENDATION 111-19: The Board approved the continuation of the Superintendent's contract with the amendment of a four percent salary increase retroactive to July 1, 2019 in addition to a one time lump sum payment of \$1,200.

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

XII. Board Discussion: 2020 Calendar

XIII. Other Items to Come Before the Board

Mrs. Hood reported that the DECA students from Lima Senior High School would like to donate the money that they raised through the Joy Project to the All Ability Playgrounds fund. They will present the donation at the February 2020 board meeting.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:40 p.m.

Mr. Garlock seconded the motion to adjourn.

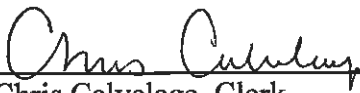


Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

Organizational Board Meeting  
&  
Regular Board Meeting  
January 28, 2020 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