

November 26, 2019

- 91-19 Approval of the Agenda
- 92-19 Approval of the Minutes from the October 22, 2019 Regular Board Meeting  
Approval of Hire of Trista Johnson as a Service and Support Associate  
Approval of the following Inspection Reports:
  - Bachrach, Inc. – Boiler Inspection
  - Wagner Overhead Door, Inc. – Overhead Door InspectionConcurrence with the transfers for October 2019
- 88-19 Approve Contract for Fleet Management
- 93-19 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 94-19 Approval of Financial Summary and Bills Paid – October 2019
- 95-19 Approval of 2019 Adjusted Salary Ranges
- 96-19 Approval of Adjusted Employee Salaries
- 97-19 Amend the following Position Descriptions
  - Developmental Specialist – Deafness & Hearing Impairments
  - Educational Aide – One on One (Temporary)
  - Records Clerk
- 98-19 Approve the following Policy Actions
  - Amend: Policy 3.10 Disclosures That Do Not Require an Authorization
  - Policy 3.21 Privacy Complaints
  - Policy 3.22 Policy Updates and Staff Training
  - Policy 3.23 Security Management Process
  - Policy 3.24 Data Backup
  - Policy 3.25 Technology Recovery Plan
  - Policy 3.26 Facility Security and Access Control
  - Policy 3.27 Biennial HIPAA Evaluation
  - Policy 3.28 Audit Control and Activity Review
  - Policy 3.29 Malicious Software Protection
  - Policy 3.30 Breach Reporting
  - Policy 3.31 Security Awareness Program
  - Policy 3.32 Device & Media Disposal and Re-Use
  - Policy 3.33 Technical Safeguards
  - Policy 3.34 Mitigation
  - Policy 3.35 Electronic Signatures

Policy 3.36 Employee System Access and Termination  
Policy 3.37 Computer Usage  
Policy 3.40 Privacy and Security Incident Response & Reporting  
Policy 4.01 Budgeting  
Policy 4.02 Purchasing  
Policy 4.03 Cash Management  
Policy 4.04 Donations and Gifts  
Policy 4.05 Grant Applications/Acceptance  
Policy 4.06 Fundraising  
Policy 4.07 Contracting  
Policy 4.08 Travel  
Policy 4.09 Routine Travel and Expense Reimbursement  
Policy 4.10 Inventory and Fixed Assets  
Policy 4.11 Fees for Services to Eligible Individuals  
Policy 4.12 Title XX Eligibility and Reimbursement  
Policy 6.18 FANS (Friends, Allies and Neighbors) Network

Adopt: Policy 3.16 Responding to Subpoenas, Search Warrants &  
Investigations  
Policy 4.13 Monthly Reconciliations

99-19 Approve Funding for Home and Community Based Waiver Services for 2020

100-19 Approve Annual Action Plan for 2020

101-19 Approve the following Dues:

Ohio Association of County Boards of DD (OACB)  
Allen County Family and Children First Council (FCFC)

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**MINUTES**

**November 26, 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, November 26, 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  
Mr. Robert McPherson, present  
Mr. Thomas Fleming, present

Mrs. Christina Hood, present  
Ms. Phyllis Montrose, present

Mrs. Linda Lehman, present  
Mr. Adam Stolly, excused

**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 Heather S. Heather received Board services from 2013-2015 and then moved out of state. She returned to Lima in 2018 and again requested services. Heather is enrolled on a Level One waiver and works at Marimor Industries five days per week. Heather recently moved into her own apartment, and is very proud of this accomplishment. Heather is very sweet and spends a lot of her free time making crafts to give to others.

Heather is accompanied by her Service and Support Associate (SSA) Melissa Weaver. Melissa has been an SSA with the Board since 2018. She brought with her great wisdom as a parent of a child with developmental disabilities and a former Board member. Melissa is excelling in her new role.

Pledge of Allegiance

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

RESOLUTION 91-19:

Mr. Garlock moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mr. Fleming, yes

#### IV. Correspondence

There were two items of correspondence. The first was a note that was included with a recent Satisfaction Survey received. We recently redesigned the system by which we ask for input on our services from the individuals/families. This note came from a family that has been in services less than three months. They have been served by an Intake Support Specialist, an SSA and the Individual Support Services Coordinator.

The second item was a short narrative on the Ball v. DeWine class action lawsuit settlement. Due to this settlement there was additional work for County Board SSAs regarding offering residential alternatives, not only local Medicaid waiver services. This lawsuit was brought by Disability Rights Ohio on March 31, 2016.

#### V. Hearing of the Public

#### VI. Staff Report

This month the staff report was given by the Leadership Team. The proposed changes for the 2020 Action Plan were reviewed as well as the outcomes from the public hearing held on November 21, 2019. Also, the Superintendent discussed other goals for 2020 that are not included in the Annual Action Plan.

#### VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 92-19: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held October 22, 2019.
- B. Accept Personnel Report
  - 1. New Hires
    - a. Trista Johnson was hired as a Service and Support Associate effective October 24, 2019 at an annual salary of \$41,290.
  - 2. Transfers
  - 3. Terminations

C. Inspection Reports

Type: Boiler Inspection  
Company: Bachrach, Inc.  
Date: October 25, 2019  
Scope: Marimor School Boilers and Hot Water Boiler  
Results: No adjustments needed.

Type: Overhead Door Inspection  
Company: Wagner Overhead Door, Inc.  
Date: October 25, 2019  
Scope: Administration Building, Marimor School, Marimor Industries, Storage Building behind Marimor School, Maintenance Garage bays and Playground Out Building  
Results: Serviced and adjusted doors as needed.

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

Ms. Montrose moved.

Mrs. Lehman 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 November 2019

B. Administrative

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

IX. Old 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

This was tabled from the October 2019 meeting and is being brought up for consideration again. This past month we met with Enterprise Fleet Management on the details of the leasing program they offer. We also asked Reineke Ford, Allan Nott and Tom Ahl for leasing options with their local companies.

Mr. Garlock moved to remove the recommendation from the table.

Ms. Montrose seconded the motion.

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. McPheron, yes

Ms. Montrose, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. Fleming, yes

X. Committee Reports

A. Ethics Council- Met on November 26, 2019

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

19-67	Mother	Individual Support Services	Reimbursed for Respite Care
19-68	Mother	Individual Support Services	Reimbursed for Respite Care Provided
19-69	Mother	Individual Support Services	Reimbursed for Medical Equipment
19-70	Mother	Individual Support Services	Reimbursed for Medical Travel
19-71	Mother	Individual Support Services	Reimbursed for Medical Travel
19-72	Father	Individual Support Services	Reimbursed for Medical Travel
19-73	Mother	Individual Support Services	Reimbursed for Adaptive Equipment
19-74	Mother	Individual Support Services	Reimbursed for Adaptive Equipment
19-75	Mother	Individual Support Services	Reimbursed for Medical Travel

ETHICS COUNCIL RECOMMENDATION 93-19: 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. McPherson moved.

Mr. Garlock seconded the motion.

The following roll was called:

Ms. Montrose, yes

Mr. Garlock, yes

Mrs. Hood, abstain

Mrs. Lehman, yes

Mr. McPherson, yes

Mr. Fleming, yes

B. Finance Committee- Met on November 22, 2019

President Fleming reported that year to date revenue was approximately 10 million dollars, which was about \$80,000 under budget and year to date expenditures were approximately 8 million dollars, which was about \$1.4 million dollars under budget. The finance committee also reviewed the 2<sup>nd</sup> Draft of the 2020 Budget. The final budget will come before the full Board in December.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 94-19: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for October 2019.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

C. Personnel Committee - Met on November 4, 2019

1. Approval of 2019 Adjusted Salary Ranges

The Personnel Committee reviewed a comprehensive review of all agency salaries as compared to the most recent Ohio Association of County Boards (OACB) statewide salary study. Where comparisons could be made to like or similar positions, salaries were analyzed next to similar sized counties in the state, neighboring counties and against the statewide aggregate data. Additionally, some analysis was completed using data released to the public for similar positions in Allen County. Comparisons can be very challenging as duties and years of service for employees is difficult to match. It was evident from the data that we had fallen behind in at least two comparable positions since our last salary study. After reviewing all of the information, Salary Grades 100-500 will be adjusted by 2% and 600 and above by 6%. Additionally, to avoid a large gap in the future, Salary Grades 100-1300 will be adjusted by 1% annually (at the time of performance review increases).

PERSONNEL COMMITTEE RECOMMENDATION 95-19: The Personnel Committee recommends the adjusted salary ranges be approved as presented.

Mrs. Hood moved.

Mrs. Lehman seconded the motion.

The following roll was called:

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

2. Approval of Adjusted Employee Salaries & One Time Payments

After completing the comprehensive salary study over the past several months, each employee's salary was reviewed in comparison to the data. The adjusted salary recommendations and one time payments were reviewed. Employees were adjusted according to the positions they held, current salary in a particular range, negotiated agreements and years of service effective November 27, 2019.



PERSONNEL COMMITTEE RECOMMENDATION 96-19: The Personnel Committee recommended the adjusted salaries and one time payments to employees as presented.

Ms. Montrose moved.

Mrs. Hood seconded the motion.

The following roll was called:

Mrs. Hood, yes	Mrs. Lehman, yes	Mr. McPheron, yes
Ms. Montrose, yes	Mr. Garlock, yes	Mr. Fleming, yes

3. Amend Position Descriptions

Three position descriptions are being amended: The Records Clerk position was regraded with consideration for duties that have increased. The Developmental Specialist- Deafness & Hearing Impairments will be permitted to telework in accordance with the Board teleworking policy given the duties across five counties. The hours of work was amended for the Educational Aide One on One (Temporary) positions.

PERSONNEL COMMITTEE RECOMMENDATION 97-19: The Personnel Committee recommended the approval of the job description amendments as presented.

Mr. Garlock moved.

Mrs. Hood seconded the motion.

Mrs. Lehman, yes	Mr. McPheron, yes	Ms. Montrose, yes
Mr. Garlock, yes	Mrs. Hood, yes	Mr. Fleming, yes

D. Planning Committee

E. Policy Committee- Met on November 26, 2019

Policies 3.10, 3.21-3.37 and 3.40: This completes the review of Chapter 3 titled Confidentiality, Privacy and Computer Security. These policies needed minor changes in set up, rule citations, language clarification and practices. Policy 3.10 specifically was updated from August 2019 due to the recommendation to add Policy 3.16 - Responding to Subpoenas, Search Warrants & Investigations.

Policies 4.01- 4.12: All the policies in Chapter 4 - Fiscal were reviewed. There were minor changes in set up, rule citations, language clarification and practice; however, Policy 4.03 Cash Management added a significant amount of information in separation of duties and shortages/overages practices. Policy 4.13- Monthly Reconciliations was a new policy that was recommended after a recent audit.

Policy 6.18: FANS (Friends, Allies & Neighbors) Network was reviewed with minor revisions in rule citations and policy number references. The FANS Handbook was also reviewed with only minor changes in policy number citations made.

POLICY COMMITTEE RECOMMENDATION 98-19: The Policy Committee recommended the Board adopt Policy 3.16 and 4.13. Furthermore, the Policy committee recommended the Board amend Policy 3.10, Policies 3.21 through 3.37 and Policy 3.40. Also, the Policy Committee recommended Policies 4.01 through 4.12, Policy 6.18 and the FANS Handbook be approved as presented.

Ms. Lehman moved.

Mr. McPheron seconded the motion.

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

XI. New Business

A. Funding for Home and Community Based Waiver Services for 2020

Statute §5126.0511 of the Ohio Revised Code requires the Board to adopt a resolution specifying the amount of funds it will use in the next year to pay the non-federal share of the Medicaid expenditures that the Board is required to pay, in accordance with §5126.0510 and §5126.059 of the Ohio Revised Code. Our match commitment is currently 36.96%. We are authorizing approximately \$15,073,116.00 in Medicaid services annually for Home and Community Based Waiver Services.

SUPERINTENDENT RECOMMENDATION 99-19: Superintendent Schnipke recommended the Board commit \$1,012,426.00 as payment for the non-federal share of Medicaid expenditures for home and community-based waiver services. The Board will also pay associated fees as required by the State. It is fully understood the payment of the non-federal share represents an ongoing financial commitment by the Allen County Board of Developmental Disabilities. This resolution assumes the continuation of \$3,192,109.00 in State allocation for the match needed for Medicaid expenditures.

Mr. McPheron moved.

Mr. Garlock seconded the motion.

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Mr. Fleming, yes

B. Approve Annual Action Plan for 2020

On November 21, 2019 we held a public hearing for comment on the 2020 Action Plan as part of the 2018-2020 Strategic Plan.

SUPERINTENDENT RECOMMENDATION 100-19: Superintendent Schnipke recommended the Board approve the 2020 Annual Action Plan as amended.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

C. Association Dues

The Ohio Association of County Boards of Developmental Disabilities (OACB) annual dues have remained the same for 2020. The amount is \$25,750.00.

The Allen County Family & Children’s First Council (FCFC) dues remain the same for 2020 at \$1,500.00. Plus we have historically committed \$50.00 for the family engagement fund.

SUPERINTENDENT RECOMMENDATION 101-19: Superintendent Schnipke recommended the Board approve the payment of \$25,750.00 to OACB for the 2020 dues and \$1,550.00 to FCFC for the 2020 dues and the family engagement fund.

Ms. Montrose moved.

Mrs. Hood seconded the motion.

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

XII. Board Discussion: Appoint a Nominating Committee & Recommend Judge Derryberry reappoint Mrs. Lehman to her third term.

The personnel committee members will serve as the Nominating Committee for 2020.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:35 p.m.

Mrs. Hood seconded the motion to adjourn.

Mrs. Hood, yes

Mrs. Lehman, yes

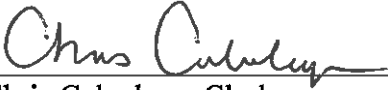
Mr. McPheron, yes

Ms. Montrose, yes

Mr. Garlock, yes

Mr. Fleming, yes

Regular Board Meeting  
December 17, 2019 at 5:00 p.m.  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary