

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

Agenda

**January 28, 2020**

**4:30 p.m. Policy Committee**

**4:45 p.m. Ethics Council**

**5:15 p.m. Regular Board Meeting**

**2550 Ada Rd, Lima OH 45801**

I. Roll Call

Mr. Martin Garlock \_\_\_\_\_ Mrs. Christina Hood \_\_\_\_\_ Mrs. Linda Lehman \_\_\_\_\_  
Mr. Robert McPherson \_\_\_\_\_ Ms. Phyllis Montrose \_\_\_\_\_ Mr. Adam Stolly \_\_\_\_\_  
Mr. Thomas Fleming \_\_\_\_\_

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 will be read by JS. He has received services from the Board since July 2018. At this time his services include Service and Support Administration and Individual Support Services (ISS). ISS has funded the Edge program through Bittersweet Farms; this is a socialization program for young adults. He also has received funding for art therapy through Awakening Minds in Findlay. He is currently looking for employment with the support of the Opportunities for Ohioans with Disabilities (OOD). His Job Developer is Marimor Industries, Inc. He completed Project Search at Mercy Health- St. Rita's in 2019. He lives at home with family.

Accompanying JS is Brittany Legge who began her career as an SSA with our Board in October 2019. She has been working with JS since that time. Brittany came to us from the Hardin County Board of DD where she was an educational aid.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RESOLUTION 03-20:

\_\_\_\_\_ moved to approve the agenda.

\_\_\_\_\_ seconded the motion to approve the agenda.

Mrs. Hood \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_  
Ms. Montrose \_\_\_\_\_ Mr. Stolly \_\_\_\_\_ Mr. Garlock \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

IV. Correspondence

There is no correspondence this month.

V. Hearing of the Public

Ronda Lehman, President of Mercy Health will be in attendance to make a check presentation from her organization to our All Ability Playgrounds of Allen County campaign.

VI. Staff Report

This month the staff report will be given by Melodie Conley, Service & Support Administration Director, on the topic of Employment First. She will update the Board on the Employment First initiative statewide and locally, including statistics on individuals employed in the community, those looking for employment and share ideas for growing employment opportunities for those we serve.

VII. Consent Agenda

- A. Minutes
- B. Personnel Report
- C. Inspection Reports
- D. Transfers

SUPERINTENDENT'S RECOMMENDATION 04-20: It is recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held December 17, 2019  
**Attachment 2**
- B. Accept Personnel Report
  - 1. New Hires
    - a. Anna Paul was hired as a Service and Support Associate at an annual salary of \$39,750 effective January 2, 2020.

b. Carol Romey was hired as a Service and Support Associate at an annual salary of \$39,750 effective January 2, 2020.

2. Transfers

3. Terminations

a. Jeff Newfer will be retiring from the position of Transition Carryover Employee – Vehicle Maintenance effective January 31, 2020.

C. Inspection Reports

Type: Bureau of Workman’s Comp (BWC) Inspection  
Company: Public Employment Risk Reduction Program (PERRP)  
Date: October 31, 2019  
Scope: Administration Building, Maintenance Garage & Marimor School  
Results: Three corrective actions required. All were corrected. Special ‘no-cut’ gloves were purchased.

Type: Security/Alarm Testing  
Company: Bell Security Systems, LLC  
Date: January 5, 2020  
Scope: Administration Building, Maintenance Garage, Marimor School, Marimor Industries,  
Results: All passed. No corrective actions needed.

**Attachment 3**

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during December 2019. **Attachment 4**

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_  
Mr. Stolly \_\_\_\_\_ Mr. Garlock \_\_\_\_\_ Mrs. Hood \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

VIII. Superintendent’s Report

A. Superintendent Report for January 2020- **Attachment 5**

B. Administrative

1. Early Childhood & School Age Report – December 2019 **Attachment 6**
  - Marimor School Newsletter, Volume 4, Number 5
2. Quality & Support Services Report – December 2019 **Attachment 7**
  - LODDI Financial Reports & Meeting Minutes – Nov/Dec 2019
3. Service & Support Administration Report – December 2019 **Attachment 8**
4. Human Resources Report – December 2019 **Attachment 9**
  - HR Newsletter – January 2020
5. Community Connections Report – December 2019 **Attachment 10**

IX. Old Business

X. Committee Reports

A. Ethics Council- Met on January 28, 2020

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

19-80	Mother	Individual Support Services	Reimbursement for Medical Travel
19-81	Mother	Individual Support Services	Reimbursement for Medical Travel
19-82	Mother	Individual Support Services	Reimbursement for Medical Travel
19-83	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
19-84	Mother	Individual Support Services	Reimbursement for Medical Travel
19-85	Self	Individual Support Services	Reimbursement for Non-Medical Travel
19-86	Mother	Individual Support Services	Reimbursement for Respite Care
19-87	Grandmother/Guardian	Individual Support Services	Reimbursement for Medical Travel
19-88	Father	Individual Support Services	Reimbursement for Respite Care
19-89	Mother	Individual Support Services	Reimbursement for Respite Care
19-90	Mother	Individual Support Services	Reimbursement for Respite Care

ETHICS COUNCIL RECOMMENDATION 05-20: The Ethics Council recommends and so moves that the Board approve the Direct Service Contract Involving Payment to an Immediate Family Member of an Eligible, or to an Eligible Individual as presented. The Ethics Council so moves the Board certify this review has met all the conditions of §ORC 5126.033.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_ Mr. Stolly \_\_\_\_\_  
 Mr. Garlock \_\_\_\_\_ Mrs. Hood \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_  
 Mr. Fleming \_\_\_\_\_

2. Review of Ethics matter under ORC §5126.0212 and §5126.024

The Board has used Longmeier Printing Co. for many years for design and printing of the Board's

annual report. In 2018, ProForma Add-A-Line acquired Longmeier Printing Co. so in accordance with the declaration by board members and in line with practice, four competitive quotes were received and reviewed. All the work was completed with Mr. John Parkins at ProForma Add-A-Line which had the lowest quote, \$525.00 less than the next comparable.

ETHICS COUNCIL RECOMMENDATION 06-20: The Ethics Council recommends and so moves that the Board approve the expenditure to the lowest vendor in accordance with ORC §5126.0212 and §5126.024 for the 2019 annual report design and printing.

\_\_\_\_\_ moved.

\_\_\_\_\_seconded the motion.

Ms. Montrose \_\_\_\_\_ Mr. Stolly \_\_\_\_\_ Mr. Garlock \_\_\_\_\_  
Mrs. Hood \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_ Mr. McPheron abstain  
Mr. Fleming \_\_\_\_\_

Ethics Committee meeting minutes from December 17, 2019 – **Attachment 11**.

B. Finance Committee - Met on January 24, 2020

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 07-20: The Finance Committee recommends that the Board approve the Financial Summary and bills paid for December 2019. **Attachment 12**

\_\_\_\_\_ moved.

\_\_\_\_\_seconded the motion.

Mr. Stolly \_\_\_\_\_ Mr. Garlock \_\_\_\_\_ Mrs. Hood \_\_\_\_\_  
Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

Finance Committee meeting minutes from December 17, 2019 – **Attachment 12**

C. Personnel Committee

D. Planning Committee

E. Policy Committee- Met on January 28, 2020

- 1. Amend
  - Policy 6.13 Behavior Support
  - Policy 1.13 Table of Organization

Policy 6.13 – This policy is updated to reflect the rule revision by the Ohio Department of Developmental Disabilities. The rule number was updated, as well as, formatting and two more significant changes in length and approvals for restrictive measures.

Policy 1.13 – This policy was updated to reflect the abolishment of the Transition Carryover- Vehicle Maintenance position effective February 1, 2020 and other supervisory changes to balance the work more evenly in the Children Services Department.

The draft policies and meeting minutes from the December 17, 2019 – **Attachment 13**

POLICY COMMITTEE RECOMMENDATION 08-20: The Policy Committee recommends the Board approve the amendments to Policy 6.13 effective January 28, 2020 and approve changes to Policy 1.13 effective February 1, 2020.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mr. Garlock \_\_\_\_\_ Mrs. Hood \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_  
 Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_ Mr. Stolly \_\_\_\_\_  
 Mr. Fleming \_\_\_\_\_

XI. New Business

A. Abolish Position

SUPERINTENDENT’S RECOMMENDATION 09-20: The Superintendent recommends the Board abolish the Transition Carryover Employee – Vehicle Maintenance position effective February 1, 2020.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mrs. Hood \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_  
 Ms. Montrose \_\_\_\_\_ Mr. Stolly \_\_\_\_\_ Mr. Garlock \_\_\_\_\_  
 Mr. Fleming \_\_\_\_\_

B. Amend Position Descriptions

To balance the supervisory workload in the Children Services department, the following position

descriptions have been updated: Cook, Cafeteria Worker- (PT), Cafeteria Worker (substitute). Administrative Assistant- School, Director of Education and Early Intervention. The Director of Business change is to remove the Transition Carryover Employee – Vehicle Maintenance position.

SUPERINTENDENT RECOMMENDATION 10-20: The Superintendent recommends the Board approve the changes to the position descriptions as presented in **Attachment 14**.

\_\_\_\_\_ moved.

\_\_\_\_\_ seconded the motion.

Mrs. Lehman \_\_\_\_\_ Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_  
Mr. Stolly \_\_\_\_\_ Mr. Garlock \_\_\_\_\_ Mrs. Hood \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

XII. Board Discussion: Annual Review of Confidentiality & HIPAA, Code of Ethics, Abuser Registry, Eligibility Declaration and Board Member Responsibilities

XIII. Other Items to Come Before the Board

XIV. Adjournment

\_\_\_\_\_ moved to adjourn the meeting at \_\_\_\_\_ p.m.

\_\_\_\_\_ seconded the motion to adjourn.

Mr. McPheron \_\_\_\_\_ Ms. Montrose \_\_\_\_\_ Mr. Stolly \_\_\_\_\_  
Mr. Garlock \_\_\_\_\_ Mrs. Hood \_\_\_\_\_ Mrs. Lehman \_\_\_\_\_  
Mr. Fleming \_\_\_\_\_

Regular Board Meeting  
**February 18, 2020**  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

**Attachment 15:**  
Contracts Under \$50,000

**Attachment 16:**  
2020 Action Plan Summary