

February 18, 2020

- 11-20 Approval of the Agenda
- 12-20 Approval of the Minutes from the January 28, 2020 Organization and Regular Board Meeting
  - Approval of Hire of Kaitlyn DeVore as a Service and Support Associate
  - Approval of Hire of Heather Martinez as a Service and Support Associate
  - Approval of Transfer of Ashtyn Kill from Service and Support Associate to Part-Time Service and Support Associate
  - Approval of Probationary Removal of Bradley Davis as Service and Support Associate
  - Approval of the following Inspection Reports:
    - Tim Richards, Maintenance Foreman – Asbestos Surveillance Report
  - Concurrence with the transfers for January 2020
- 13-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 14-20 Approval of Financial Summary and Bills Paid for January 2020
- 15-20 Approve Allocation for Playground Funding
- 16-20 Approve the following Policy Actions:
  - Amend Policy 5.30 – Vehicle Usage
- 17-20 Adopt Marimor School Calendar
- 18-20 Approve Architectural Plans and Specifications for Marimor School Building

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**Minutes**

**February 18, 2020**

**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, February 18, 2020 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. Christina Hood, present	Mrs. Linda Lehman, present
Mr. Robert McPherson, 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 & Support Associate Kristy Hudson. Kristy was hired by the Board on July 8, 2013. She previously was an Area Coordinator for Mercer Residential Services, Inc. and also worked in various other roles with residential providers. Kristy holds a degree from Bluffton University. Kristy is an SSA that has a firm grasp on the technical skills needed to be an SSA, and is often called upon to test new programs or requirements from the Ohio Department of Disabilities.

Pledge of Allegiance

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

Item(s) Added

Requested By

Oath of Office for Linda Lehman

Superintendent Schnipke

RESOLUTION 11-20:

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

Judge Glen Derryberry administered the Oath of Office to Linda Lehman.

#### IV. Correspondence

There is no correspondence this month.

#### V. Hearing of the Public

DECA members and project leads of the JOY project at Lima Senior High School were present at the board meeting. This group, under Mrs. Hood's leadership at Lima Senior, promotes kindness, inclusiveness, generosity and being yourself. The students in attendance are: Aubree Flowers, Calia Moseley and Jada Rose. They made a donation to the All Ability Playgrounds of Allen County project. These funds were raised by t-shirt sales, general donations, and several events the students coordinated.

#### VI. Staff Report

Jana McVetta, Director of Quality & Support Services, reviewed the 2019 Major Unusual Incident (MUI) trends and patterns.

#### VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 12-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the organizational and regular meetings held January 28, 2020
- C. B. Accept Personnel Report
  - 1. New Hires
    - a. Kaitlyn DeVore was hired as a Service and Support Associate effective February 18, 2020 at an annual salary of \$39,750.
    - b. Heather Martinez was hired as a Service and Support Associate effective February 18, 2020 at an annual salary of \$39,750.
  - 2. Transfers
    - a. Ashtyn Kill transferred from Service and Support Associate to Part-Time Service and Support Associate effective February 18, 2020.

3. Terminations

- a. Bradley Davis was a probationary removal as a Service and Support Associate effective February 7, 2020.

C. Inspection Reports

Type: Asbestos Surveillance Report  
Company: Tim Richards, Maintenance Foreman  
Date: February 4, 2020  
Scope: Administration Building, Marimor School & Marimor Industries, Inc.  
Results: No visual changes. Installed a hole in school kitchen fire door and found it filled with Styrofoam.

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during January 2020.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mrs. Lehman, yes

Mr. McPherson, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mr. Fleming, yes

VIII. Superintendent's Report

- A. Superintendent Report for February 2020

- B. Administrative

- 1. Early Childhood & School Age Report – January 2020
  - Marimor School Newsletter, Volume 4, Number 6
- 2. Quality & Support Services Report – January 2020
- 3. Service & Support Administration Report – January 2020
- 4. Human Resources Report – January 2020
  - HR Newsletter – February 2020
- 5. Community Connections Report – January 2020

IX. Old Business

X. Committee Reports

- A. Ethics Council- Met on February 18, 2020

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

20-01	Mother	Individual Support Services	Reimbursement- Medical Travel
20-02	Mother	Individual Support Services	Reimbursement- Medical Products
20-03	Mother	Individual Support Services	Reimbursement- Respite Care
20-04	Mother	Individual Support Services	Reimbursement- Respite Care
20-05	Mother	Individual Support Services	Reimbursement- Medical Travel
20-06	Mother	Individual Support Services	Reimbursement- Adaptive Equip.
20-07	Mother	Individual Support Services	Reimbursement- Adaptive Equip.
20-08	Mother	Individual Support Services	Reimbursement- Medical Travel
20-09	Self	Individual Support Services	Reimbursement- Non-Medical Travel
20-10	Grandmother/Guardian	Individual Support Services	Reimbursement- Respite Care
20-11	Father	Individual Support Services	Reimbursement- Adaptive Equip.
20-12	Mother	Individual Support Services	Reimbursement- Medical Travel
20-13	Grandmother/Guardian	Individual Support Services	Reimbursement- Medical Travel
20-14	Great Aunt/Guardian	Individual Support Services	Reimbursement- Medical Travel
20-15	Grandmother/Guardian	Individual Support Services	Reimbursement- Medical Travel
20-16	Father	Individual Support Services	Reimbursement- Medical Travel
20-17	Mother	Individual Support Services	Reimbursement- Medical Travel

ETHICS COUNCIL RECOMMENDATION 13-20: 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, or to 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.

Mr. McPherson, yes  
 Mr. Garlock, yes  
 Mr. Fleming, yes

Ms. Montrose, yes  
 Mrs. Hood, yes

Mr. Stolly, yes  
 Mrs. Lehman, yes

Ethics Committee meeting minutes from January 28, 2020

B. Finance Committee- Met on February 14, 2020

Mr. Garlock reported that for the month of January, revenue was over budget by about \$1,400 and expenditures were under budget by approximately \$2,800.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 14-20: The Finance Committee recommended and so moved that the Board approve the Financial Summary and bills paid for January 2020.

Mr. Garlock moved.

Mrs. Hood seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes  
Mr. Fleming, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. McPheron, yes

2. Approve Allocation for Playground Funding

After reviewing the current financial information of the Board, and considering the request to commit public funds for the construction of two all ability playgrounds in Allen County, the Finance Committee recommended allocating \$500,000 to the Marimor Legacy Foundation for the playgrounds fundraising campaign. These funds will not only be used as match dollars for other fundraising activities, they will be used to construct the community playground to be built at Marimor School in 2021.

The Board discussed the current financial situation and the cost report settlement received in December of last year.

BOARD RECOMMENDATION 15-20: Mrs. Lehman recommended and so moved that the Board allocate to the Marimor Legacy Foundation, out of the general operating fund, \$250,000 to be used for the All Ability Playground for the ARC and \$250,000 to be used for the Board's All Ability Playground.

Mr. McPheron seconded the motion.

There was further discussion by the Board on this recommendation.

Mrs. Lehman withdrew the recommendation.

Mr. McPheron seconded he withdrawal of the motion.

BOARD RECOMMENDATION 15-20: It was recommended that the Board allocate \$500,000 to the Marimor Legacy Foundation in a public- private partnership for construction of two all-ability playgrounds in Allen County. It was further recommended that the allocation be taken from the general operating fund.

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Mr. Stolly, yes  
Mrs. Lehman, yes  
Mr. Fleming, yes

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee- Met on February 18, 2020

1. Amend Policy – Policy 5.30 Vehicle Usage

Policy 5.30 was updated to include adding several references to leased vehicles with our new fleet management practices. Also, updated the employees to be notified for follow-up on vehicles since there is no longer a vehicle mechanic onsite. Also, updated formatting and/or word usage or consistency.

POLICY COMMITTEE RECOMMENDATION 16-20: The Policy Committee recommended and so moved the Board approve the amendment to Policy 5.30 Vehicle Usage.

Mrs. Lehman moved.

Mr. McPheron seconded the motion.

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

XI. New Business

A. Adopt Marimor School Calendar

The proposed student and school personnel calendar for the 2020-2021 school year was reviewed.

SUPERINTENDENT RECOMMENDATION 17-20: Superintendent Schnipke recommended the Board approve the Marimor School Calendar as presented for the 2020-2021 school year.

Mr. Stolly moved.

Mrs. Lehmann seconded the motion.

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

B. Approve Architectural Plans and Specifications

Garmann Miller has completed the design and specifications to renovate the front entrance, waiting area and front offices in the Marimor School building. The project will provide a newly designed safe and efficient entrance for our visitors, as well as, upgrade electrical, lighting, plumbing, HVAC and all office areas. The nurse's clinic, mail & workroom, small conference room and fully accessible restrooms are also part of the design. The plan is relocate all employees impacted throughout the building in May 2020. The project will then be completed over the summer months. .

SUPERINTENDENT RECOMMENDATION 18-20: Superintendent Schnipke recommended the Board approve the specifications for renovations at Marimor School as developed by Garmann Miller Architects and Engineers. The estimated cost shall not exceed \$650,000. Furthermore, the Board gives approval to the Superintendent/Designee to request the Allen County Commissioners for their approval and solicitation of bids for the completion of this work.

Mrs. Lehman moved.

Mr. Stolly seconded the motion.

Mrs. Lehman, yes  
Mr. Stolly, yes  
Mr. Fleming, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

XII. Board Discussion: Annual Action Plan Update-2<sup>nd</sup> half 2019 & Satisfaction Survey Results

XIII. Other Items to Come Before the Board: Board training for April was discussed.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:34 p.m.

Mrs. Hood seconded the motion to adjourn.

Mrs. Hood, yes  
Ms. Montrose, yes  
Mr. Fleming, yes

Mrs. Lehman, yes  
Mr. Stolly, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Regular Board Meeting  
April 24, 2020  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

\_\_\_\_\_  
Phyllis Montrose, Recording Secretary