

January 28, 2020

- 03-20 Approval of the Agenda
- 04-20 Approval of the Minutes from the December 17, 2019 Regular Board Meeting
  - Approval of Hire of Anna Paul as a Service and Support Associate
  - Approval of Hire of Carol Romey as a Service and Support Associate
  - Approval of Retirement of Jeff Newfer as Transition Carryover Employee – Vehicle Maintenance
  - Approval of the following Inspection Reports:
    - Public Employment Risk Reduction Program –Bureau of Workman’s Comp Inspection
    - Bell Security Systems, LLC – Security/Alarm Testing
  - Concurrence with the transfers for December 2019
- 05-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 06-20 Review of Ethics matter under ORC §5126.0212 and 215126.024 for Annual Report Design and Printing
- 07-20 Approval of Financial Summary and Bills Paid for December 2019
- 08-20 Approve the following Policy Actions:
  - Amend Policy 6.13 Behavior Support
  - Amend Policy 1.13 Table of Organization
- 09-20 Abolish the Transition Carryover Employee – Vehicle Maintenance Position
- 10-20 Amend the following Position Descriptions:
  - Cook
  - Cafeteria Worker – (Part Time)
  - Cafeteria Worker – Substitute
  - Administrative Assistant – School
  - Director of Education and Early Intervention
  - Director of Business

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**Minutes**

**January 28, 2020**

**5:15 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, January 28, 2020 in the administration board room. President Fleming called the meeting to order at 5:06 p.m. with the following roll call response:

Mr. Martin Garlock, present	Mrs. Christina Hood, present	Mrs. Linda Lehman, excused
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 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 aide.

Pledge of Allegiance

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

Item(s) Added

Requested By

Executive Session to discuss legal inquiry

Superintendent Schnipke

RESOLUTION 03-20:

Mr. Garlock moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mrs. Hood, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mr. Fleming, yes

IV. Correspondence

There is no correspondence this month.

V. Hearing of the Public

Ronda Lehman, President of Mercy Health was 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 was given by Melodie Conley, Service & Support Administration Director, on the topic of Employment First. She gave an update to the Board on the Employment First initiative statewide and locally, including statistics on individuals employed in the community, those looking for employment and shared ideas for growing employment opportunities for those we serve.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 04-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the regular meeting held December 17, 2019
- 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.

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

Mr. Stolly moved.

Ms. Montrose seconded the motion.

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

VIII. Superintendent’s Report

- A. Superintendent Report for January 2020

- B. Administrative

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

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 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 §ORC 5126.033.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

Mr. McPherson, yes

Mr. Garlock, yes

Ms. Montrose, yes

Mrs. Hood, yes

Mr. Stolly, yes

Mr. Fleming, yes

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. 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 recommended and so moved 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.

Mr. Stolly moved.

Mrs. Hood seconded the motion.

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mr. McPheron, abstain

Mr. Fleming, yes

B. Finance Committee - Met on January 24, 2020

Mr. Garlock reported that the 2019 year-to-date revenue was \$11.4 million which was 10.6% over budget and the year-to-date expenditures for 2019 were \$11.1 million dollars which was 3.2% over budget. It was noted that in 2019 the Board received an additional cost report settlement and additional state allocation that was not originally budgeted for 2019.

1. Approval of Financial Information

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

Mr. Garlock moved.

Mr. Stolly seconded the motion.

Mr. Stolly, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee- Met on January 28, 2020

Policy 6.13 – This policy was 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.

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

Mrs. Hood moved.

Mr. McPheron seconded the motion.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Stolly, yes

Mr. McPheron, yes  
Mr. Fleming, yes

XI. New Business

A. Abolish Position

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

Mr. Garlock moved.

Mrs. Hood seconded the motion.

Mrs. Hood, yes  
Mr. Stolly, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

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 was to remove the Transition Carryover Employee – Vehicle Maintenance position.

SUPERINTENDENT RECOMMENDATION 10-20: Superintendent Schnipke recommended the Board approve the changes to the position descriptions as presented.

Mr. McPheron moved.

Mr. Stolly seconded the motion.

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

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

The Board discussed the funding for the All Abilities Playground.

ADJOURN INTO EXECUTIVE SESSION

Mr. McPheron moved to adjourn into Executive Session to discuss legal inquiry and matters required to be kept confidential by law 6:47 p.m.

Mr. Stolly seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mc. McPheron, yes

Mr. Garlock, yes  
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mr. McPheron moved to reconvene into Regular Session at 7:07 p.m.

Mr. Stolly seconded the motion.

Mr. Stolly, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Fleming, yes

XIV. Adjournment

Mr. Stolly moved to adjourn the meeting at 7:08 p.m.

Mr. McPheron seconded the motion to adjourn.

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

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



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary