

April 28, 2020

- 19-20 Approval of the Agenda
- 20-20 Approval of the Minutes from the February 18, 2020 Regular Board Meeting
Approval of Hire Dawn Foland as an Intervention Specialist
Approval of Transfer of Katherine Thompson from Service and Support Associate to Service and Support Associate (P/T)
Approval of Retirement of Peggy Folk as Transition Carry-Over Community Based Specialist
Approval of Lay off of Alexandria Bilikha as Educational Aide – One on One (Temporary)
Approval of Lay Off of Angela Deeds as Educational Aide – One on One (Temporary)
Approval of Lay Off of Heather Fuqua as Educational Aide – One on One (Temporary)
Approval of Lay Off of Shannon Garman as Educational Aide– One on One (Temporary)
Approval of Lay Off of Aubreyanna Nichols as Educational Aide – One on One (Temporary)
Approval of Probationary Removal of Dawn Foland as Intervention Specialist
Approval of Retirement of Julie Konop as Service and Support Associate
Approval of the following Inspection Reports:
Brumbaugh-Herrick, Inc – Asbestos NESHAP Inspection
Allen County Health Department – Food Inspection Report
Bacharach, Inc – Boiler Inspection
Allen County Health Department – School Environment Inspection
Lippincott Plumbing – Back Flow Maintenance Inspection
Concurrence with the transfers for February and March 2020
- 21-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 22-20 Approval of Financial Summary and Bills Paid for February and March 2020
- 23-20 Approve the following Policy Actions:
Adopt Policy 5.38 –Emergency Paid Leave for COVID-19
Adopt Policy 5.39 – Emergency Deployment for COVID-19 Crisis
Adopt Policy 2.12 – Communicable Diseases & Exposure Control
Abolish Policy 8.4.6 - Atlantoaxial Instability
Abolish Policy 8.4.4 - Exposure Control
Abolish Policy 8.4.3 – Communicable Diseases
- 24-20 Recommend Placing Items on GovDeals.net for Auction
- 25-20 Recommend a Contract for the Renovation Project in the 2550 Building

- 26-20 Approval to Abolish the following Positions
 - One -Transition Carry-Over Employee – Community Based Specialist
 - One- Service and Support Associate
- 27-20 Appoint LODDI, Inc. Board Member
- 28-20 Approve 2021 Tax Budget

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

April 28, 2020

**5:00 p.m. Regular Board Meeting
2550 Ada Rd S120, Lima OH 45801**

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, April 28, 2020 in room S120 at the 2550 Ada Road location. President Fleming called the meeting to order at 5:00 p.m. with the following roll call response:

Mr. Martin Garlock, present
Mrs. Linda Lehman, present
Ms. Phyllis Montrose, present
Mr. Thomas Fleming, present

Mrs. Christina Hood, present via Zoom
Mr. Robert McPheron, present
Mr. Adam Stolly, present via Zoom

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 is:

A community that recognizes the importance and potential of all people.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 19-20:

Mr. Garlock moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

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

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

IV. Correspondence

There was one item of correspondence this month which is a letter from the Marimor Legacy Foundation to express appreciation for the contribution the Board made to the All Ability Playground project.

V. Hearing of the Public

This was held via Zoom due to the COVID-19 Health Crisis stay at home orders and the limits on the size of public gatherings.

VI. Staff Report

There will be no Staff Report this month.

VII. Consent Agenda

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

- A. Approval of the minutes from the regular meeting held on February 18, 2020
- B. Accept Personnel Report
 - 1. New Hires
 - a. Dawn Foland was hired as an Intervention Specialist at MEA step BA-4 on the salary scale effective March 9, 2020.
 - 2. Transfers
 - a. Katherine Thompson transferred from a Service and Support Associate to a (P/T) Service and Support Associate effective March 19, 2020 at an hourly rate of \$25.15.
 - 3. Terminations
 - a. Peggy Folk retired as a Transition Carry-Over Community Based Specialist effective April 13, 2020.
 - b. Alexandria Bilikha was laid off as an Educational Aide – One on One (Temporary) effective April 14, 2020.
 - c. Angela Deeds was laid off as an Educational Aide – One on One effective (Temporary) April 14, 2020.
 - d. Heather Fuqua was laid off as an Educational Aide – One on One (Temporary) effective April 14, 2020.

- e. Shannon Garman was laid off as an Educational Aide – One on One (Temporary) effective April 14, 2020.
- f. Aubreyanna Nichols was laid off as an Educational Aide – One on One (Temporary) effective April 14, 2020.
- g. Dawn Foland was probationary removed as an Intervention Specialist effective April 1, 2020.
- h. Approval of retirement of Julie Konop effective 5/1/2020.

C. Inspection Reports

Type: Asbestos NESHAP Inspection Report (Pre-Renovation)
 Company: Brumbaugh-Herrick, Inc.
 Date: March 1, 2020
 Scope: Flooring in areas to be renovated at Marimor School
 Results: One small area in Nurse’s Clinic will be remediated during renovation in summer 2020.

Type: Food Inspection Report
 Company: Allen County Health Department
 Date: March 10, 2020
 Scope: Marimor School
 Results: Recommendation for ensuring the blade on can opener is clean. The Head Cook reported it is actually the age of the blade & the finish.

Type: Boiler Inspection
 Company: Bacharach, Inc.
 Date: March 8, 2020
 Scope: School Boilers
 Results: No adjustment needed.

Type: School Environment Inspection
 Company: Allen County Health Department
 Date: March 10, 2020
 Scope: Marimor School
 Results: Unleveled areas on school hallway flooring; possible trip hazard. After examining it is not a concern for the Safety Committee; however, we are evaluating replacing all the hall flooring with the renovations of front areas this summer.

Type: Back Flow Maintenance Inspection
 Company: Lippincott Plumbing
 Date: March 12, 2020
 Scope: Administration, Marimor School & Marimor Industries
 Results: Marimor School and Marimor Industries were rebuilt due to a failed test.

- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during February and March 2020.

Mrs. Lehman moved.

Mr. McPheron seconded the motion.

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Hood, yes

VIII. Superintendent's Report

- A. Superintendent Report for March & April 2020

B. Administrative

1. Early Childhood & School Age Report – February & March 2020
 - Marimor School Newsletter, Volume 4, Number 7 & Volume 4, Number 8
2. Quality & Support Services Report – February & March 2020
 - LODDI Financial Reports & Meeting Minutes – Dec/Jan/Feb
3. Service & Support Administration Report – February & March 2020
4. Human Resources – Report February & March 2020
 - HR Newsletter – March & April 2020
5. Community Connections Report – February & March 2020

IX. Old Business

X. Committee Reports

- A. Ethics Council- Met on April 28, 2020

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

20-18	Mother	Individual Support Services	Reimbursement for Respite Care
20-19	Mother	Individual Support Services	Reimbursement for Medical Travel
20-20	Mother	Individual Support Services	Reimbursement for Medical Travel
20-21	Mother	Individual Support Services	Reimbursement for Medical Travel
20-22	Mother	Individual Support Services	Reimbursement for Respite Care
20-23	Mother	Individual Support Services	Reimbursement for Medical Travel
20-24	Self	Individual Support Services	Reimbursement for Non-Medical Travel
20-25	Father	Individual Support Services	Reimbursement for Respite Care
20-26	Mother	Individual Support Services	Reimbursement for Medical Travel

20-27	Mother	Individual Support Services	Reimbursement for Medical Travel
20-28	Mother	Individual Support Services	Reimbursement for Medical Travel
20-29	Mother	Individual Support Services	Reimbursement for Respite Care
20-30	Self	Individual Support Services	Reimbursement for HPC Services
20-31	Mother	Individual Support Services	Reimbursement for Medical Products
20-32	Mother	Individual Support Services	Reimbursement for Adaptive Equipment

ETHICS COUNCIL RECOMMENDATION 21-20: 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. McPheron moved.

Mr. Garlock seconded the motion.

Mr. McPheron, yes
 Mr. Garlock, yes
 Mr. Fleming, yes

Ms. Montrose, yes
 Mrs. Hood, yes

Mr. Stolly, yes
 Mrs. Lehman, yes

B. Finance Committee- Met on April 24, 2020

Mr. Garlock reported that the year-to-date revenue was 4.6 million dollars, which was \$472,000 over budget. Year-to-date expenditures were 11.5 million, which was about \$53,000 over budget. The Finance Committee also discussed the financial considerations relating to the COVID-19 pandemic.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 22-20: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for February & March 2020.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

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

Mr. Stolly, yes
 Mrs. Lehman, yes

Mr. Garlock, yes
 Mr. McPheron, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met on April 28, 2020

Policy 5.38 Emergency Paid Leave for COVID-19 - This policy is to comply with the new “Families First Coronavirus Response Act” due to COVID-19 that was enacted on April 1, 2020. This is available to employees until December 31, 2020. There are two components to this policy for emergency paid sick leave and emergency Family Medical Leave expansion. This policy was reviewed by legal counsel.

Policy 5.39 Emergency Employee Deployment for COVID-19 Crisis - This policy is being adopted for a designated plan for how the Board will deploy employees in a national emergency, when work of the Board is to assist in maintaining the health & safety of individuals served and, as such requires Board employees to provide direct care services in the community to support providers of waiver and locally funded homemaker personal care services.

Policy 2.12 Communicable Diseases & Exposure Control - This policy is replacing 8.4.7 Exposure Control and 8.4.3 Communicable Disease and will be placed in the Health & Safety chapter. There was considerable duplication in these two policies and much information that was outdated, or procedural in nature. Information updated included word usage, removing procedural information that is contained in Safety Procedures.

Policy 8.4.6 Atlantoaxial Instability- This policy is no longer needed. It was first adopted in 1983 and was last updated in 2013. This is a medical care need secured by families and no longer needs Board policy oversight.

Policy 8.4.7 Exposure Control - This policy has been added to the revised in the new Communicable Disease & Exposure Control Policy 2.12.

Policy 8.4.3 Communicable Diseases - This policy has been added to the revised in the new Communicable Disease & Exposure Control Policy 2.12.

POLICY COMMITTEE RECOMMENDATION 23-20: The Policy Committee recommended and so moved the Board adopt Policy 2.12 Communicable Disease & Exposure Control, Policy 5.38 Emergency Paid Leave for COVID-19 and Policy 5.39 Emergency Employee Deployment for COVID-19 Crisis. The Policy Committee also recommended and so moved the Board abolish Policy 8.4.6 Atlantoaxial Instability, Policy 8.4.3 Communicable Diseases and Policy 8.4.7 Exposure Control.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

Mr. Stoll, yes
Mrs. Lehman, yes
Mr. Fleming, yes

Mr. Garlock, yes
Mr. McPherson, yes

Mrs. Hood, yes
Ms. Montrose, yes

XI. New Business

A. Recommend Placing Items on GovDeals.net for Auction

ALLEN COUNTY BOARD AUCTION LIST

TAG

DESCRIPTION

20492	Metal work station
20493	Metal work station
22495	Wooden microwave stand
22819	2 drawer file cabinet
25627	Rauland/Torrence paging system
27327	Canon Power shot camera
27330	Floor buffer (bent shaft)
28248	Yellow cafeteria chair
	Auto - Misc - muffler clamps, muffler bands, turn signal flashers, radiator caps, axle gaskets, coil & etc
NN	
	Auto - Misc - fuses-relay switches-thermostats-grease seals - flashers circuit breakers-switches & misc
NN	
	Auto-Misc-horns, light bulbs, oil filters, muffler clamps, muffler bands, hose connectors, springs, spart plugs and wires, wiper motors & misc
NN	
	Auto - Misc - school bus parts, fuel lines, horns, turn signal switches, pulley bearings, bus bulbs, solenoids, clamps, paint, transmission cables, cinder switches & misc
NN	
	Auto Misc - school bus parts, solenoids, wheel seals, thermostats, turn signal lights, wiper motors, air brake parts, EGR valve, oil sending units, band clamp & misc
NN	
	Auto Misc - fuel filters, brake parts, brake pads, rotor, cam sensor, lug nuts, spark plugs, window motor, oil caps & misc
NN	
	Auto Misc - oil filters, realistic CB radio, air filters, blower motor, misc brake parts, bulbs, headlights, sensors, manuals, PCV valves, fan belt & misc
NN	
	Auto Misc - springs, radiator fan, plug wires, window actuator, muffler, ECM module, air filter, automotive manuals, wire cables, & misc
NN	
	Auto Misc - school bus parts, sharks oh, school bus venules, fuel tank floats, alternator parts, supply pump, bus body parts, heater hose, & misc
NN	
	Auto Misc - school bus parts, shocks, door windows, antennas, transmission filter, alternator parts, transmission air filter, etc
NN	
	Auto Misc - Schools bus parts, blower motors, air valves, reflectors, slack adjusters, light bulbs, brake parts, accelerator pedal, air deflector, seat belt, and misc
NN	
	Auto Misc - school bus parts, blower motor, stop sign, reflectors, engine waste filter, brake parts, heated mirrors, brake drum, pulley, turbo clamps, tie rod ends, common radio microphone, & Misc
NN	

NN Auto - 6 gallons of Polar antifreeze
 NN Auto - 6 gallons of Polar antifreeze
 NN Auto - 6 gallons of Fleet Guard antifreeze
 NN Auto - 6 gallons of Fleet Guard antifreeze
 NN Auto - 7 gallons of Fleet Guard antifreeze
 NN Auto - 10 quarts ATF+4 transmission fluid
 NN Auto - 16 imax 8000 GPS with mounts
 NN Auto - Tires - 4 - 255/80 R 22.5
 Auto - Lincoln wire welder, space heater, bottle jack, regulators, brake line
 NN bleeder, need of repair
 Auto - Tires - 2 - 235/85, R 16 Nokian, and 2 245/75 R16 Safaru NSR - 15
 NN yrs old but hardly used
 NN Books - 2 random boxes
 NN Bookshelf - 3 wooden shelf
 NN Cabinet - metal floor with wood top
 NN Cabinet - 3 metal auto parts
 NN Culvert - galvanized
 NN 3 Hole Punch
 NN 3 Hole Punch
 NN File cabinet - 4 drawer putty color
 NN Games & Puzzles - box full
 NN iHome units - 2
 NN Kitchen items - random box
 NN Mail boxes - wood
 Maintenance - Misc supply: brooms, dust pans, shovel, water cooler, sweeper
 NN bags, oily waste container, 2 white fans that do not work, etc
 NN Math rods - tub of kindergarten
 NN Mats - kitchen floor
 Office Supply - Misc - file folders, binding combs & sheets, envelopes, tabs
 NN for folders, hanging file folders, binders, folders & misc office supplies etc.
 NN Office Supply - Random box of binders & curriculum & software
 NN Office Supply - Box of file holders
 NN Paint - Random box of paint supplies
 NN Paint & Craft Supplies - 2 boxes
 NN Scanner - VuPoint Portable
 NN School Supplies - Random box
 NN School Supplies - Random box
 NN School Supplies - Random box
 NN Scooter - large round - broken wheels
 NN Scooter - large square - broken wheels
 NN Storage bins - plastic box of misc
 NN Storm drain cover 27x27
 NN Toys - 2 Random boxes
 NN Toys - in a tub
 NN Toys - tub of sorting

SUPERINTENDENT RECOMMENDATION 24-20: Superintendent Schnipke recommended that the Board request the Allen County Commissioners declare the items listed above as not needed for public use, obsolete or unfit for use in accordance with §307.12 (E) ORC. Upon receipt of approval from the County Commissioners, authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

Mr. Garlock moved.

Mr. McPheron seconded the motion.

Mr. Garlock, yes
Mr. McPheron, yes
Mr. Fleming, yes

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

B. Recommend a Contract for the Renovation Project in the 2550 Building

Bids were opened on Tuesday, April 28, 2020 at 11:00 a.m. via an electronic process in conjunction with the Allen County Commissioner's Office and Garmann Miller Architects & Engineers. There were eight bids received. The base bid was \$468,200.

SUPERINTENDENT'S RECOMMENDATION 25-20: Superintendent Schnipke recommended the Board request the Allen County Commissioners enter into a contract with Westerheide Construction Company for the renovation of the front entrance, clinic, restrooms and offices in the 2550 Building on the Board campus as outlined in the base bid for a total cost (excluding architect fees) of \$468,200.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

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

Mrs. Lehman, yes
Mr. Stolly, yes

Mr. McPheron, yes
Mr. Garlock, yes

C. Abolish Positions

SUPERINTENDENT RECOMMENDATION 26-20: Superintendent Schnipke recommended abolishing one full-time Service & Support Associate (SSA) position due to the retirement of an employee on May 1, 2020. This was an additional position added to accommodate the seamless transition of the work to a new SSA. Superintendent Schnipke also recommended to abolish the Transition Carryover- Community Based Specialist due to the retirement of the employee who held this position, and the end of these positions by agreement in 2016.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

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

Mr. McPheron, yes
Mr. Garlock, yes

Ms. Montrose, yes
Mrs. Hood, yes

D. Appoint LODDI, Inc. Board Member

David Bradley lives at LODDI's Columbia Avenue property. David has worked at Bob Evans since 2009 and Lima Pallet Company since 2011. He is a very strong advocate for community employment for himself and others with disabilities. David is a member of the Board's Human Rights Committee, Just Do It Crew (a self-advocacy group), and also joined the Marimor Industries Board last year. David won the 2020 ACBDD Partner in Advocacy award for our Board. In his spare time he enjoys fixing things and doing anything that involves working with his hands. David loves diving into home projects and is always looking for the next task to take on. David is dependable and considerate and has a huge heart.

SUPERINTENDENT RECOMMENDATION 27-20: Superintendent Schnipke recommended that the Board appoint David Bradley to his first term on the LODDI, Inc. board effective July 1, 2020-July 30, 2023.

Mr. McPheron moved.

Mr. Stolly seconded the motion.

Mr. McPheron, yes
Mr. Garlock, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mrs. Hood, yes

Mr. Stolly, yes
Mrs. Lehman, yes

E. Approve Tax Budget

It is required by law that the Board submits a tax budget to the Allen County Auditor to be included with the county tax budget that must be adopted by the County Commissioners. The tax budget is then reviewed by the Allen County Budget Commission to determine if we need to increase our tax levy for the coming year. In practice, our Board recognizes our financial need and takes appropriate action on levy requests based on our 10-year projection and financial review system.

SUPERINTENDENT RECOMMENDATION 28-20: Superintendent Baldrige recommended the Board approve the 2021 Tax Budget as presented and furthermore the Board gives permission for it to be submitted to the Allen County Auditor as required.

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

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

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. McPheron, yes

XII. Board Discussion

Superintendent Schnipke will look into doing Board Training in May since it was unable to happen in April due to the COVID-19 pandemic. Mr. Garlock asked if there were any online trainings available. Superintendent Schnipke will look into this.

Superintendent Schnipke reported to the Board that our Community Based Services program is currently suspended. Due to the pandemic, we probably won't be allowed to go into the nursing homes for quite a while. This is not a mandated service. We currently have an employee calling the nursing homes to check in on those we were serving.

Superintendent Schnipke reported that the beginning of the next school year may be delayed.

Currently our FANS program, Project STIR and Career Camp are all on hold due to the pandemic. Our Community Connections Specialist is currently working at Champaign Residential Services to provide support to them. Superintendent Schnipke is working on a grant program to help assist providers. Superintendent Schnipke stated that the providers have been doing a phenomenal job of taking care of individuals during this crisis. Mr. Fleming reported that the Ohio Association of County Boards has also been working very hard in providing support during this time.

Superintendent Schnipke stated that she and the Directors are currently working on a reintegration plan to bring employees back to work safely. Employees will be brought back on a rotating basis with about 1/3 working each day. We are requiring all employees to take their temperatures prior to leaving for work, masks must be worn in common areas, employees must practice social distancing and there will be a limit to the number of people allowed in break rooms, conference rooms, etc.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 5:38 p.m.

Mr. McPheron seconded the motion to adjourn.

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

Mr. Garlock, yes
Mr. McPheron, yes

Mrs. Hood, yes
Ms. Montrose, yes

Regular Board Meeting
May 26, 2020
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary