

May 26, 2020

- 29-20 Approval of the Agenda
- 30-20 Approval of the Minutes from the April 28, 2020 Regular Board Meeting  
Approval of Resignation of Alicia Klima as a Service and Support Associate  
Approval of the following Inspection Reports:
  - Tanknology, Inc - Environmental Inspection
  - Tim Richards, Maintenance Foreman – Roof InspectionConcurrence with the transfers for April 2020
- 31-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 32-20 Approval of Financial Summary and Bills Paid for April 2020
- 33-20 Approve the following Policy Actions:
  - Adopt Policy 2.13 -Health, Safety & Emergency Medical Treatment for Individuals Served
  - Adopt Policy 2.14 – Medication Administration & Delegation of Nursing Tasks
  - Abolish Policy 6.20 - Medication Administration Quality Assurance Reviews
  - Abolish Policy 8.4 - Health Care
  - Abolish Policy 8.4.2 - Health Services Policy Permitting the Delegation of Nursing Tasks
  - Abolish Policy 8.4.4 - Medication/Medical Policy
  - Abolish Policy 8.4.5 - Emergency Medical Treatment Policy
  - Abolish Policy 8.4.8 - Safety of Individuals Served
  - Amend Policy 1.12 – Prevention of Fraud, Waste and Abuse of Tax Dollars
  - Amend Policy 2.01 – Safety Committee
  - Amend Policy 5.29 – Teleworking
  - Amend Policy 8.6 – Informed Consent
- 34-20 Recommend Placing Items on GovDeals.net for Auction
- 35-20 Create Medicaid Services Specialist (Part-Time)
- 36-20 Approve Agreement with the Allen County Educational Services Center
- 37-20 Approve Cafeteria Prices for the 2020 – 2021 School Year

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

May 26, 2020

5:00 p.m. Regular Board Meeting

2500 Ada Rd Lima OH 45801

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, May 26, 2020 in room S120 at 2550 Ada Road, Lima. 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 via Zoom |
| Mrs. Linda Lehman, present via Zoom | Mr. Robert McPheron, present          |
| Ms. Phyllis Montrose, present       | Mr. Adam Stolly, excused              |
| 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 Mrs. Lehman.

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

Pledge of Allegiance

III. Acceptance of the Agenda

RESOLUTION 29-20:

Ms. Montrose moved to approve the agenda.

Mr. Garlock seconded the motion to approve the agenda.

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

IV. Correspondence

V. Hearing of the Public

VI. Staff Report

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 30-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the April 28, 2020 Board meeting.
- B. Accept Personnel Report
  - 1. New Hires
  - 2. Transfers
  - 3. Terminations
    - a. Alicia Klima resigned as a Service and Support Associate effective May 13, 2020.
- C. Inspection Reports
  - Type: Environmental Inspection
  - Company: Tanknology, Inc.
  - Date: May 4, 2020
  - Scope: Gas tanks & surrounding systems
  - Results: All areas in compliance.
  
  - Type: Roof Inspection
  - Company: Tim Richards, Maintenance Foreman (Ohio Department of Health form)
  - Date: April 14, 2020
  - Scope: Administration, School, Maintenance and Industries
  - Results: Issues noted with showing age, loose gravel, flashing needing repaired/sealed and seams showing some gaps. Repair work is being scheduled.
- D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during April 2020.

Ms. Montrose moved.

Mr. McPheron 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 & Provider Grant Program for May 2020
- B. Administrative
  - 1. Early Childhood & School Age Report – April 2020
    - Marimor School Newsletter, Volume 4, Number 9
  - 2. Quality & Support Services Report – April 2020
    - LODDI Financial Reports & Meeting Minutes – Jan-Apr 2019
  - 3. Service & Support Administration Report – April 2020
  - 4. Human Resources Report – April 2020
    - HR Newsletter – May 2020
  - 5. Community Connections Report – April 2020

Mrs. Lehman wanted to commend everyone on how they have been working through the COVID-19 crisis. Mrs. Lehman appreciated reading all of the reports and is proud of everyone. President Fleming stated that the Allen County Board of DD has taken a leadership role through this crisis.

IX. Old Business

X. Committee Reports

- A. Ethics Council- Met on May 26, 2020
  - 1. Review of Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Members of Eligible Individual

20-33	Mother	Individual Support Services	Reimbursement for Respite Care Provided
20-34	Mother	Individual Support Services	Reimbursement for Medical Travel
20-35	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
20-36	Mother	Individual Support Services	Reimbursement for Medical Travel
20-37	Mother	Individual Support Services	Reimbursement for Respite Care Provided
20-38	Mother	Individual Support Services	Reimbursement for Medical Travel
20-39	Mother	Individual Support Services	Reimbursement for HPC Services Provided
20-40	Mother	Individual Support Services	Reimbursement for Respite Care Provided
20-41	Father	Individual Support Services	Reimbursement for Respite Care Provided
20-42	Mother	Individual Support Services	Reimbursement for Respite Care Provided
20-43	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
20-44	Mother	Individual Support Services	Reimbursement for Medical Travel

ETHICS COUNCIL RECOMMENDATION 31-20: 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 Individual, 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. Garlock moved.

Mr. McPheron seconded the motion.

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

B. Finance Committee

Mr. Garlock reported that the year-to-date revenue was about 5 million dollars, which was about \$559,500 over budget. Year-to-date expenditures were about 3.8 million dollars, which was about \$344,500 over budget. Mr. Garlock stated that Superintendent Schnipke and Martha Nance, Director of Business, provided the Finance Committee with a current view of the financial impact of the pandemic on our budget. The long term effects are still unknown at this time.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 32-20: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for April 2020.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. McPheron, abstain

Mrs. Hood, yes  
Mr. Fleming, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee- Met on May 26, 2020

1. Adopt Policy – Policy 2.13  
Policy 2.14

Policy 2.13 “Health, Safety & Emergency Medical Treatment for Individuals Served” was a combination of three policies being abolished as we are finishing moving all policies from Chapter 8 to other chapters. The former names were “Emergency Medical Treatment”, “Health Care” and

“Safety of Individuals Served”. These policies had not been updated since 2013 so both were rewritten to reflect terminology, set up and practices used today.

Policy 2.14 “Medication Administration & Delegation of Nursing Tasks” was a combination of three policies being abolished as we finished moving all policies from Chapter 8 to other chapters. Those policies were “Emergency Medical Treatment”, “Medication/Medical Policy” and “Health Services Policy Permitting the Delegation of Nursing Tasks”. All current rules for delegated nursing were consulted for updates, as well as, set up, terminology and rewritten to reflect current practice.

- 2. Abolish Policy – Policy 6.20 Medication Administration Quality Assurance Reviews  
Policy 8.4 Health Care  
Policy 8.4.2 Health Services Policy Permitting the Delegation of Nursing Tasks  
Policy 8.4.4 Medication/Medical Policy  
Policy 8.4.5 Emergency Medical Treatment Policy  
Policy 8.4.8 Safety of Individuals Served

These policies were no longer needed as they were all included in the two adopted policies, Policy 2.13 and Policy 2.14, in this resolution.

- 3. Amend Policy- Policy 1.12  
Policy 2.01  
Policy 5.29  
Policy 8.6

Policy 1.12 “Prevention of Fraud, Waste and Abuse of Tax Dollars” has been amended to include that public employers notify employees of the methods to be used to make a report, and how to do this anonymously if they choose. Also, all new hires must have this training within 30 days of being hired. Attachment A & B for this policy were reviewed also.

Policy 2.01 “Safety Committee” has been amended to a new name. It was previously called Safety but is truly about the operations of the agency Safety Committee. Other changes include adding annually to the appointment of committee members and updated terminology.

Policy 5.29 “Teleworking” has been amended to add a section on temporary teleworking due to an emergency which applies now due to the COVID-19 pandemic.

Policy 8.6” Informed Consent” has been amended to change the number to Policy 6.21, as it will now be located in the Programs chapter. Other changes reflect new use of the term Supported Decision Making in helping individuals make decisions and the role support persons play in the role of helping a person give informed consent.

**POLICY COMMITTEE RECOMMENDATION 33-20:** The Policy Committee recommended the Board adopt Policy 2.13 and Policy 2.14; amend Policy 1.12, 2.01, 5.29 and amend/renumber from Policy 8.6 to Policy 6.21; abolish Policy 6.20, 8.4, 8.4.2, 8.4.4, 8.4.5 and 8.4.8 as outlined in this resolution. The Policy Committee approved the updated Table of Contents with 6 chapters: 1. Governance and Operations, 2. Health and Safety, 3. Confidentiality, Privacy and Security, 4. Fiscal, 5. Personnel and 6. Programs.

Mrs. Lehman moved.

Mr. Garlock seconded the motion.

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

**XI. New Business**

**A. Recommend Placing Items on GovDeals.net for Auction**

As part of the agreement to lease vehicles and seek outside vehicle maintenance, it is time to sell some older vehicles. Listed are the first three ready for auction. Additionally, we know that usage has been very low the past 8 weeks, and will continue to be low in the foreseeable future. In order to dispose of any Board property, including vehicles, it is necessary for the County Commissioners to declare the items is no longer needed obsolete or unfit for use.

ASSET #	DESCRIPTION	VIN #	MILEAGE
8123	2010 White Dodge Avenger	1B3CC4FD1AN178088	109,649
8488	2008 Red Chevy Impala	2G1WB58K881261683	109,795
9893	2006 Silver Ford Taurus	1FAFP53216A260500	114,059

**SUPERINTENDENT RECOMMENDATION 34-20:** Superintendent Schnipke recommended the Board request the Allen County Commissioners declare the items listed 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.

Ms. Montrose moved.

Mr. Garlock seconded the motion.

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

B. Create position

As we look ahead in 2020, an employee who is critical to our waiver infrastructure and Medicaid services, is retiring. We want a solid succession plan for the best transition of all of the duties. During the past several months we have been assessing the needs in the Quality & Support Services (QSS) Department with changes that are consistently occurring in the DD field, and changes now with COVID-19. We recommend a process by which we will approve one change at a time so we can alter the re-structure after candidates are selected. We do not want to leave any positions open as we mitigate these changes. We want to start early and be systematic. This new position would be effective now; however, we do not see the entire process finishing until the fall of 2020.

SUPERINTENDENT RECOMMENDATION 35-20: Superintendent Schnipke recommended the Board approve the creation of the position Medicaid Services Specialist (part-time) for an average of 20-24 hours weekly effective May 26, 2020 to be filled later in 2020 or early 2021.

Mr. McPheron moved.

Mrs. Lehman seconded the motion.

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Garlock, yes

Mr. Fleming, yes

C. Approve Agreement with the Allen County Educational Services Center

The Allen County Educational Services Center (ESC) has been leasing space in the 2550 Ada Rd/Marimor School building for several years, and it is time to renew the contract. All space and fees are unchanged. The new lease is for a term of two years. The ESC uses this space to provide county pre-school programs, therapies and office space for the director & secretary.

SUPERINTENDENT RECOMMENDATION 36-20: Superintendent Schnipke recommended the Board approve the Master Agreement and Service Agreement between the Allen County ESC and the Board of DD for use of space from July 1, 2020 through June 30, 2022. Superintendent Schnipke also recommended the Board approve the Memorandum of Understanding between the Board of DD and the Board of Allen County Commissioners to allow for the lease with the Allen County ESC, assign upkeep and maintenance to the Board premises in exchange for the lease amount of \$1,000.00 per month. Also, Superintendent Schnipke is hereby approved to present these agreements to the Board of Allen County Commissioners for approval.

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

Superintendent Schnipke reported that the ESC has been and currently is still following our safety procedures along with the extra-safety precautions that we have put in place due to the pandemic. Ms. Montrose stated that she would like for the ESC to share with the Board their plan on what to do



if one of their children comes down with the coronavirus. Superintendent Schnipke stated that the ESC does utilize our nursing services and we do have a room set aside for an isolation room. Superintendent Schnipke agreed we would ask for a copy of their plan and work together to open the school safely.

Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mr. Fleming, yes

**D. Cafeteria Prices for the 2020-2021 School Year**

In accordance with the requirements of the Ohio Department of Education, the Director of Early Intervention and Education recommended that the cafeteria prices stay the same for the 2020-2021 school year. Cafeteria prices have been raised by \$.10 the past three years. We do not have all the details for next school year; however, the role of the cafeteria may be impacted and the Head Cook believes our current prices are in line with guidelines and other county schools.

SUPERINTENDENT RECOMMENDATION 37-20: Superintendent Schnipke recommended the Board approve the cafeteria prices as listed for the 2020-2021 school year:

ITEM	PRICE
<b>Lunches</b>	
Elementary	\$2.80
High School	\$3.05
Adults	\$3.80
<b>A La Carte Items</b>	
Featured Entrée	\$2.35
Vegetables/Fruit	\$1.00
Bread	\$0.80
Desserts	\$0.80
Yogurt	\$1.10
Yogurt Parfait	\$1.50
Bottled Water	\$1.10
Baked Potato	\$1.60
w/Broccoli & Cheese	\$2.20
Bowl Salad	\$1.65
Bowl Chef	\$2.55
Plate Salad	\$2.75
Chef Salad Plate	\$4.05
Marinated Chicken	\$2.75
Grilled Chicken	\$2.65
BBQ Rib	\$2.75
Breaded Fish	\$2.75
Hamburger	\$2.75
Cheeseburger	\$2.85
Pizza	\$2.75
Toasted Cheese	\$2.75
Salad Dressing	\$0.35
<b>Breakfast</b>	<b>Price</b>
Students	\$1.95
Adults	\$2.30
Milk	\$0.70

Mr. McPheron moved.

Mr. Garlock seconded the motion.

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

XII. Board Discussion

Mr. Fleming reported that the Board for the Ohio Association of County Boards (OACB) met via Zoom. There was discussion on what counties are doing to support providers during the current pandemic. He also stated that there were six County Board of DD levies on the last ballot. Three renewals passed and three had failed.

XIII. Other Items to Come Before the Board: Board Training on May 26, 2020 at the conclusion of the regular meeting. The topic is Fiscal Obligations of the County Board and Five-Year Fiscal Reporting Requirement.

Superintendent Schnipke stated that she would plan a one hour Board training for the June 23 Board Meeting. She will ask Bridget Gargan, who is the Executive Director of OACB, to attend virtually to provide the training. A one hour Board Training was held after this May 26 Board meeting. The training was on Fiscal Obligations of the County Board and Five-Year Fiscal Reporting Requirements. The training was provided by Superintendent Schnipke and Martha Nance.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 5:48 p.m.

Mr. Garlock seconded the motion to adjourn.

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Mr. Fleming, yes

Regular Board Meeting  
June 23, 2020  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

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