

August 25, 2020

- 59-20 Approval of the Agenda

- 60-20 Approval of the Minutes from the June 23, 2020 Regular Board Meeting and the July 31, 2020 Special Board Meeting
 - Approval of Rehire from Layoff of Angela Deeds as Educational Aide- One on One – Temporary
 - Approval of Hire of Dawn Foland as an Intervention Specialist
 - Approval of Rehire from Layoff of Shannon Garman as Educational Aide – One on One- Temporary
 - Approval of Transfer of Karen McCullough from Medicaid Quality Specialist to Medicaid Services Manager
 - Approval of Resignation of Slone Whetstone as Medicaid Assessment Specialist
 - Approval of Retirement of Michelle Stemen as Educational Aide
 - Approval of Lay Off of Tammy Hern as Cafeteria Worker – (Part-Time)
 - Approval of Probationary Removal of Amber Andrews as Intervention Specialist
 - Approval of the following Inspection Reports:
 - Tim Richards – Maintenance Foreman – Asbestos Surveillance Report
 - H & M Environmental – Asbestos Inspection & Abatement Project
 - Bell Security – Fire Alarm Inspection and Testing
 - Concurrence with the transfers for June and July 2020

- 61-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual

- 62-20 Approval of Payment to ProForma for Masks

- 63-20 Approval of Financial Summary and Bills Paid for June and July 2020

- 64-20 Approve the following Policy Actions:
 - Amend Policy 6.05 – School Age

- 65-20 Recommend Placing Items on GovDeals.net for Auction

- 66-20 Approve Room and Board Contract with Ottawa Valley Center

- 67-20 Amend the following Position Descriptions
 - Director of Quality and Support Services
 - Medicaid Quality and Support Specialist
 - Transition Carryover Employee – ArtAbility

- 68-20 Approval to Abolish the following Positions
 - Medicaid Assessment Specialist
 - Intervention Specialist (1)

Cafeteria Worker (Part-Time)
Educational Aide – One on One – Temporary (1)
Educational Aide (1)

69-20 Approval to Create a Custodial Worker –Part- Time

70-20 Approve Non-Union Salary Increases

71-20 Approve Change Order Number 005 for Renovation Project

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

August 25, 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, August 25, 2020 in room S120 at Marimor School. 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 McPheron, present Ms. Phyllis Montrose, present
Mr. Adam Stolly, present via zoom 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 Mr. Stolly.

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

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Ethics Resolution for purchase from ProForma

Superintendent Schnipke

RESOLUTION 59-20:

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. Stolly, yes

Mr. Garlock, yes

Mr. Fleming, yes

IV. Correspondence

There were five items of correspondence. First, Jared Diller at Rally Point in Lima, OH. The River Ride Committee sent a Thank You to express their appreciation for the Board allowing them to use the parking lot and maintenance area near the Ottawa Metro Park, Riverwalk for their annual bike ride. This is one of their largest fundraisers for Rally Point, and with many protocols in place, a nice day was provided to riders, families and volunteers. Included were two ‘thank you’ cards. These were for items we sent to funerals for those we serve who passed recently. The one from Dave Bowers was especially nice, as he was a Board member here, and was very grateful for the years we served his brother and for those that attended his funeral. Next, was an email from Ryan Knodel of Benchmark Human Services expressing his appreciation for the provider grants we were giving early in the pandemic. The last item was a letter written by Dr. Ellis on the pandemic and opening schools.

V. Hearing of the Public

VI. Staff Report

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 60-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the June 23, 2020 Board meeting and the July 31, 2020 Special Board meeting.
- B. Accept Personnel Report
 - 1. New Hires
 - a. Angela Deeds re-hired from layoff as an Educational Aide – One on One-Temporary at an hourly rate of \$12.68 effective August 13, 2020.
 - b. Dawn Foland hired as an Intervention Specialist at an annual salary of \$41,243 per the MEA salary scale effective August 13, 2020.
 - c. Shannon Garman re-hired from layoff as an Educational Aide – One on One-Temporary at an hourly rate of \$13.54 effective August 13, 2020.
 - 2. Transfers
 - a. Karen McCullough transferring from Medicaid Quality Specialist to Medicaid Services Manager at an annual salary of \$70,614 effective September 1, 2020.
 - 3. Terminations

- a. Slone Whetstone resigned as a Medicaid Assessment Specialist effective August 7, 2020.
- b. Michelle Stemen retired as an Educational Aide effective August 12, 2020.
- c. Tammy Hern laid off as Cafeteria Worker (Part-Time) effective August 14, 2020.
- d. Amber Andrews probationary removed as an Intervention Specialist effective August 14, 2020.

C. Inspection Reports

Type: Asbestos Surveillance Report
 Company: Tim Richards, Maintenance Foreman
 Date: August 4, 2020
 Scope: Administration Building and Marimor Industries, Inc.
 Results: No changed noted

Type: Asbestos Inspection & Abatement Project
 Company: H & M Environmental
 Date: May 20, 2020
 Scope: Marimor School
 Results: Pre-renovation inspection and abatement of asbestos in Room 102 before construction

Type: Fire Alarm Inspection and Testing
 Company: Bell Security
 Date: August 9, 2020
 Scope: Administration, Marimor School, Maintenance & Industries
 Results: Batteries in main panels replaced; no other concerns noted.

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during June and July 2020.

Mrs. Lehman moved.

Mrs. Hood seconded the motion.

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

Mr. McPheron, abstain
 Mr. Garlock, yes

Ms. Montrose, yes
 Mrs. Hood, yes

VIII. Superintendent's Report

A. Superintendent Report for July/August 2020

B. Administrative

1. Early Childhood & School Age Report – June/July 2020
2. Quality & Support Services Report – June/July 2020
 - LODDI Financials & Minutes – June 2020
3. Service & Support Administration Report – June/July 2020
4. Human Resources Report – June/July 2020
 - HR Newsletter – July & August 2020
5. Community Connections Report – June and July 2020

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on August 25, 2020

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

20-50	Mother	Individual Support Services	Reimbursement for Medical Travel
20-51	Mother	Individual Support Services	Reimbursement for Respite Care
20-52	Mother	Individual Support Services	Reimbursement for Medical Travel
20-53	Mother	Individual Support Services	Reimbursement for Medical Travel
20-54	Mother	Individual Support Services	Reimbursement for Medical Travel
20-55	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
20-56	Mother	Individual Support Services	Reimbursement for Medical Travel
20-57	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
20-58	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
20-59	Mother	Individual Support Services	Reimbursement for Adaptive Equipment

ETHICS COUNCIL RECOMMENDATION 61-20: 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. Stolly 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

2. Payment to ProForma for Masks

Three quotes were obtained for the purchase of masks. The Ethics Council reviewed the quotes and accepted the quote from ProForma, who was the lowest bidder.

ETHICS COUNCIL RECOMMENDATION 62-20: The Ethic Council moved to approve the payment to ProForma for the purchase of masks.

Mr. Stolly moved.

Mr. Garlock seconded.

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

B. Finance Committee – Met on August 21, 2020

Mr. Garlock reported that the Finance Committee reviewed the June and July financial information. Year to date revenue was approximately 1.8 million under budget. This was due to receiving the property tax revenue in August instead of July. Year to date expenditures were under budget by about \$552,000. Mr. Garlock stated that 73% of the fundraising for the playground has been completed. The plan is to build next year. Mr. Garlock reported that there would be no increase in the health insurance for 2021. The cost report will be finished by the end of August.

FINANCE COMMITTEE RECOMMENDATION 63-20: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for June and July 2020.

Mr. Garlock moved.

Mr. McPheron seconded the motion.

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

C. Personnel Committee

D. Planning Committee

E. Policy Committee – Met on August 25, 2020

1. Amend Policy – Policy 6.05 – School Age

Policy 6.05 was being amended to add the requirements for schools to ensure that facial coverings (masks) are used by students and employees due to the COVID-19 pandemic. This is consistent with the order of Governor DeWine and the procedures being followed by all employees of the Board. Other changes include word usage to be consistent with other policies.

POLICY COMMITTEE RECOMMENDATION 64-20: The Policy Committee recommended the Board amend Policy 6.05 as presented.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

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

Mr. Garlock, yes
Mr. McPheron, yes

Mrs. Hood, yes
Ms. Montrose, 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 next three ready for auction. Additionally, we know that usage has been very low the past 6 months, 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 are no longer needed, obsolete or unfit for use.

ASSET #	DESCRIPTION	VIN #	MILEAGE
8075	2008 Gold Chevy Impala	2G1WB58K181262884	105,018
8126	2010 Silver Dodge Avenger	1B3CC4FDXAN179983	91,575
8303	2008 Mocha Chevy Impala	2G1WB58K381265379	102,731

SUPERINTENDENT RECOMMENDATION 65-20: 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.

Mr. McPheron moved.

Ms. Montrose 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. Ottawa Valley Center Room & Board Contract

Each year we enter into a contract to provide room and board compensation to Ottawa Valley Center, Inc. as they provide residential services in licensed group home facilities. The Board is only billed for what the individual resident cannot pay. The cost to the Board is minimal as the residents' resources cover the vast majority of room and board costs; however, we continue to deal with several vacancies throughout the year which adds to the Board's overall costs. Although the new contract period was to start in July, Ottawa Valley Center did not submit their rate recommendation to us until August. This year Ottawa Valley Center is asking for a 2.3% increase. They first asked for a 6.5% increase; however, we negotiated down to the 2.3%, which is the Consumer Price Index increase. The new rate is \$26.44.

SUPERINTENDENT RECOMMENDATION 66-20: Superintendent Schnipke recommended the Board approve the Room & Board Contract for Individuals Living in a Licensed Facility with Ottawa Valley Center, Inc. for a period of September 1, 2020- June 30, 2021, not to exceed \$8,000.

Mr. Garlock 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. Amend Position Descriptions

Three position descriptions need revised at this time. The Director of Quality and Support Services, the Medicaid Quality and Support Specialist and Transition Carryover Employee- Artability. The first two were due to the continued restructuring of duties in the QSS department. The last one was the final position we have from the 2016 transition out of Adult Services and Transportation. We cannot change the title due to the contract in place; however, duties can be amended. This employee will only be working through the end of this year as her contract is coming to an end in early 2021. Due to the pandemic, she will not be returning to Marimor Industries, Inc., so she has been performing the duties noted in these changes for the past several months.

SUPERINTENDENT RECOMMENDATION 67-20: Superintendent Schnipke recommended that the Board approve the amendments to the position descriptions for the Director of Quality and Support Services, Medicaid Quality and Support Specialist and Transition Carryover Employee- Artability.

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

D. Abolish Positions

SUPERINTENDENT RECOMMENDATION 68-20: Superintendent Schnipke recommended the Board abolish the following positions: Medicaid Assessment Specialist, Intervention Specialist (1), Cafeteria Worker (Part Time), Educational Aide- One on One- Temporary (1) and Educational Aide (1).

Mr. Garlock moved.

Mrs. Hood 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. Create Part-Time Position

Due to the increased cleaning protocols with COVID-19, and the inability to find dedicated, available substitutes, it is recommended to add a part-time custodial employee. Typically, the employee will work up to 12 hours weekly, cleaning and sanitizing vehicles and completing other deep cleaning in offices and common areas. The custodial employees are all long term employees of the Board so they tend to have extensive time off, making the most important part of this position coverage for the full-time employees. Additionally, the ESC has asked if the Board would clean the areas they lease. We have provided a cost estimate for this service but have not heard to date if they want to contract for this service. The anticipated cost is just under \$20,000 and if the ESC contracts that would lower our overall costs as well.

SUPERINTENDENT RECOMMENDATION 69-20: Superintendent Schnipke recommended the Board approve the position of Custodial Worker- Part Time.

Ms. Montrose moved.

Mr. Garlock seconded the motion.

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

Mr. Stolly, yes
Mrs. Lehman, yes

Mr. Garlock, yes
Mr. McPheron, yes

F. Non-Union Salary Increases

There are 67 non-union staff members eligible for salary increases at this time; 5 employees have reached the top of their salary range thus making them eligible for a one-time bonus. Both a nominal base increase and a merit increase are considered in the recommendations being presented. If a staff member received an increase another time this year, for example due to promotion or job change, their annual increase was applied at that time. Additionally, individuals hired since January 2020 are not eligible for a raise at this time. Salary scales were raised 1% as decided by the Board last year to keep pace with consumer price index and the need to adjust ranges every few years.

SUPERINTENDENT RECOMMENDATION 70-20: Superintendent Schnipke recommended the Board approve the non-union salary increases as presented.

Mr. McPheron moved.

Mrs. Lehman seconded the motion.

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

Mr. Garlock, yes
Mr. McPheron, yes

Mrs. Hood, yes
Ms. Montrose, yes

G. Change Order for Renovation Project

To finish the renovation project at Marimor School we have one last change order for \$1,345.00 to replace casework for the front office area. This money is available in the contingency allocation so there is no change to original cost of the project.

SUPERINTENDENT RECOMMENDATION 71-20: Superintendent Schnipke recommended the Board approve Change Order # 005 for casework amount of \$1,345.00 as recommended by the contractor and architect on the project.

Mr. Stolly moved.

Mrs. Lehman seconded the motion.

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

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

XII. Board Discussion: Strategic Planning – Superintendent Schnipke stated that it was time to update the Strategic Plan. The format of the plan will change as the Board begins to plan the next five to seven years. Individuals served, families and schools will be surveyed as we determine our path going forward.

XIII. Other Items to Come Before the Board

A discussion was held regarding the Children's Services Board and upcoming Strategic Plan.

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:14 p.m.

Mr. McPheron 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
September 22, 2020
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary