

September 22, 2020

- 72-20 Approval of the Agenda
- 73-20 Approval of the Minutes from the August 25, 2020 Regular Board Meeting
 - Approval of Hire of Angela Harbaum as a Service and Support Associate
 - Approval of Hire of Emily Lammers as a Speech/Language Therapist – EI
 - Approval of Hire of Melissa Ford as a Service and Support Associate
 - Approval of Recall of Aubreyanna Nichols as a One on One Educational Aide – Temporary
 - Approval of the Resignation of Carol Romey as a Service and Support Associate
 - Concurrence with the transfers for August 2020
- 74-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 75-20 Approval of Financial Summary and Bills Paid for August 2020
- 76-20 Approve the following Policy Actions:
 - Amend Policy 1.13 Table of Organization
 - Amend Policy 3.01 Confidentiality, Privacy and Computer Security Definitions
 - Amend Policy 3.04 Confidentiality Safeguards
 - Amend Policy 6.10 Waiting List and Community Based Waiver
 - Amend Policy 6.12 Individual Support Services
- 77-20 Abolish the following Positions:
 - Service and Support Associate (floater)
 - Community and Recreation Coordinator (P/T)
- 78-20 Approve Change Order for Contingency Funds
- 79-20 Approval to Create the Community Connections Specialist II Position

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

September 22, 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, September 22, 2020 in room S120 at 2550 Ada Road. 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 was read by Ms. Montrose.

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

Approval to Create Community Connections Specialist II Position

Superintendent Schnipke

RESOLUTION 72-20:

Mr. Garlock moved to approve the agenda.

Mrs. Lehman 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 were two items of correspondence. The first was an email notification that our Board will be receiving an award at the annual National Association for Dual Diagnosis (NADD) meeting on September 16, 2020. This was held virtually. We believe this recognition was for the continued work of our MI/DD Task Force and DDIT (Dual Diagnosis Intervention Team). We started this work 15 years ago. It involves two mental health boards, four boards of DD and several other community agencies who focus on serving individuals who have co-existing mental health and developmental disability needs. Our employees take the lead in these two groups, and we are very proud of these long standing partnerships. The second item was a 'thank you' card from an employee for the recent increase in compensation.

V. Hearing of the Public

VI. Staff Report

Barb Blass, Director of Education and Early Intervention, gave an update on Marimor School reopening, enrollment and changes in place due to COVID-19.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 73-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the August 25, 2020 Board meeting.
- B. Accept Personnel Report
 1. New Hires
 - a. Angela Harbaum was hired as a Service and Support Associate at an annual salary of \$40,950 effective August 27, 2020.
 - b. Emily Lammers was hired as a Speech/Language Therapist at an annual salary of \$44,966 effective September 10, 2020.
 - c. Melissa Ford will be hired as a Service and Support Associate at an annual salary of \$53,500 effective September 24, 2020.
 - d. Aubreyanna Nichols was recalled from layoff effective September 10, 2020 as a One on One Educational Aide (Temporary) with an hourly rate of \$12.97.
 2. Transfers

3. Terminations

- a. Carol Romey resigned as a Service and Support Associate effective October 1, 2020.

C. Inspection Reports

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

Ms. Montrose 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

VIII. Superintendent's Report

- A. Superintendent Report – September 2020

B. Administrative

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

IX. Old Business

X. Committee Reports

- A. Ethics Council - Met on September 22, 2020

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

Table with 4 columns: ID, Role, Service, and Reimbursement. Rows include 20-60 (Mother, Individual Support Services, Reimbursement for Medical Travel), 20-61 (Mother, Individual Support Services, Reimbursement for Adaptive Equipment), 20-62 (Mother, Individual Support Services, Reimbursement for Adaptive Equipment), and 20-63 (Mother, Individual Support Services, Reimbursement for Respite Care Provided).

ETHICS COUNCIL RECOMMENDATION 74-20: 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. 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

Ethics Committee meeting minutes from August 25, 2020

B. Finance Committee – Met on September 18, 2020

Mr. Garlock reported that the year-to-date revenue was approximately 8.3 million dollars and year-to-date expenditures were about 6.2 million dollars. It is projected that we will end the year with a positive balance. Some unanticipated retirements and resignations are affecting the budget. The finance committee discussed the possibility of hiring a property technician to maintain the LODDI homes. LODDI would contract with the Board for this position. The finance committee reviewed the year-to-date COVID expenses and savings.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 75-20: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for August 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, abstain

C. Personnel Committee – Meeting Monday, September 28, 2020 at 4:00 p.m.

D. Planning Committee

E. Policy Committee – Met on September 22, 2020

Policy 1.13 Table of Organization was amended to make necessary changes that reflect Board action with positions since February 2020.

Policy 3.01 Confidentiality, Privacy and Computer Security Definitions was amended to add the definitions for Telehealth and Non-public facing remote communication which allows only the intended parties to participate in the communication.

Policy 3.04 Confidentiality Safeguards (oral, electronic and written) was amended to allow for electronic means in providing services and sharing of information, due to the COVID-19 pandemic. The purchase of a HIPAA secure platform has allowed for safe and secure uninterrupted services to individuals and families.

Policy 6.10 Waiting List and Community Based Waiver was amended to update the rule references, remove the former language about a Transitional Waiting List and list out the possible outcomes of the waiting list assessment.

Policy 6.12 Individual Support Services has been amended to allow for an exclusion with child care due to the COVID-19 pandemic, remove a budget limitation requirement on Tiers 2 and 3, change how budget amounts are set for Tier 4 and allow high school graduates to access the new Tier budget more quickly after graduation.

POLICY COMMITTEE RECOMMENDATION 76-20: The Policy Committee recommended the Board amend Policy 1.13, 3.01, 3.04, 6.10 and 6.12 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. Abolish Positions

SUPERINTENDENT RECOMMENDATION 77-20: Superintendent Schnipke recommended the Board abolish the following positions: Service & Support Associate (floater). This was used during a transition period with an employee retirement. Also, abolish the Community and Recreation Coordinator due to the COVID-19 pandemic and limited school services for the 2020-2021 school year.

Mr. Stolly moved.

Mr. Garlock 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. Change Order for Contingency Funds

The last change order on the renovation project at 2550 Ada Rd was to request the unused contingency funds be returned. The total to be returned is \$15,204.56. The total cost of the contract with Westerheide Construction was \$452, 995.44. There were additional costs for move-in of \$65, 203.03. This included furniture, new wiring for networking and phones. The total for the new secure front entrance, security camera system, front offices, restrooms, work room and nurse’s clinic was \$518,198.47.

SUPERINTENDENT RECOMMENDATION 78-20: Superintendent Schnipke recommended the Board approve Change Order # 006 for \$15,204.56, remaining contingency funds, to be reimbursed to the Board, and authorizes Superintendent Schnipke to request approval of this change order by the Allen County Commissioners.

Mrs. Hood 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. Approve Position

In the past week, the full-time, long term Investigative Agent (IA) began a Family Medical Leave (FML) and then will retire November 30, 2020. This is a key position at the Board, and one we need to give careful consideration to replacing. Another employee, who previously served as an IA and who will be leaving toward the end of the year, has very willingly agreed to serve in this role until her move is finalized. This person is currently the Community Connections Specialist. Over the past few months we have been discussing changes to this position when it became vacant with her move out of state. The changes being recommended today are the collaborative effort of what is the most used service in FANS, how and what projects are most wanted by those we serve, how best can this position support SSA people with moves and what type of employee could best meet these needs. The hope was for all these decisions to wait until Strategic Planning; however, we cannot leave these duties unfilled. This will allow us the time in Strategic Planning to discuss how we further the important work we have begun with a Community Connections program. We have to create the new position as both the IA and the Community Connections Specialist are still in their

positions officially. After the Community Connections Specialist leaves, we will abolish that position.

SUPERINTENDENT RECOMMENDATION 79-20: Superintendent Schnipke recommended the Board approve the position of Community Connections Specialist II and the position description as presented.

Mr. McPheron moved.

Mr. Garlock 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: First Half 2020 Annual Action Plan Update and Satisfaction Surveys for Marimor School, Early Intervention and first half of 2020 online surveys

XIII. Other Items to Come Before the Board:

A Family Fall Festival will be held on Saturday, October 17 from 10:00 to 1:00. This is a playground fundraiser.

The Strategic Planning Consultant will meet with the Board after the Board meeting on October 27.

The Planning Committee will meet on September 29 at 3:30.

The Ohio Association of County Boards Annual Convention will be held virtually in November and December.

Board training was held immediately following the meeting. The following items were discussed: Person Centered Planning, the Ohio Individual Support Plan (OISP) pilot project, outcomes and accreditation process.

XIV. Adjournment

Mr. Garlock moved to adjourn the meeting at 5:50 p.m.

Mrs. Lehman seconded the motion to adjourn.

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

Ms. Montrose, yes
Mrs. Hood, yes

Mr. Stolly, yes
Mrs. Lehman, yes

Regular Board Meeting
October 27, 2020
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801



Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary