

November 24, 2020

- 89-20 Approval of the Agenda
- 90-20 Approval of the Minutes from the October 27, 2020 Regular Board Meeting  
Approval of Resignation of Jessica Stewart as a Service and Support Associate  
Approval of the following Inspection Reports
  - Bacharach, Inc. – Boiler Inspection
  - McCormick Equipment Company, Inc. – Planned Maintenance Program
  - Tim Richards, Maintenance Foreman – Overhead Door InspectionConcurrence with the transfers for October 2020
- 91-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 92-20 Approval of Financial Summary and Bills Paid for October 2020
- 93-20 Approve the following Policy Action:
  - Amend Policy 6.05 – School Age
- 94-20 Recommend Placing Items on GovDeals.net for Auction
- 95-20 Create the following Positions:
  - 4 SSA Leads
  - 1 Service and Support Associate
- 96-20 Amend the following Position Descriptions:
  - Medicaid Services Manager
  - Waiver Plan Specialist
  - Medicaid Quality and Support Specialist
  - Medicaid Services Specialist (P/T)
  - Investigative Agent
  - Investigative Agent (P/T)
- 97-20 Approve Funding for Home and Community Based Waivers Services for 2021

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**MINUTES**

**November 24, 2020**

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

**I. Roll Call**

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

Mrs. Christina Hood, present via Zoom  
Mr. Robert McPheron, present at 5:25 p.m.  
Mr. Adam Stolly, 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. Fleming.

*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

Remove Executive Session and Resolution regarding  
Superintendent evaluation

President Fleming

RESOLUTION 89-20:

Mr. Garlock moved to approve the agenda.

Mr. Stolly seconded the motion to approve the agenda.

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

IV. Correspondence

There are no items of correspondence this month.

V. Hearing of the Public

VI. Staff Report

Esther Baldrige, president of the Marimor Legacy Foundation, provided an update on the All-Ability Playground to be built at Marimor School in 2021, including the suggestions in a contest to name the playground. Board members considered the ideas for the new playground & park.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 90-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the October 27, 2020 Board meeting.
- B. Accept Personnel Report
  - 1. New Hires
  - 2. Transfers
  - 3. Terminations
    - a. Jessica Stewart has resigned as a Service & Support Associate effective December 4, 2020.
- C. Inspection Reports

Type: Boiler Inspection  
Company: Bacharach, Inc.  
Date: October 28, 2020  
Scope: Marimor School; 3 boilers and 1 hot water heater  
Results: No adjustments needed.

Type: Planned Maintenance Program  
Company: McCormick Equipment Company, Inc.  
Date: October 7, 2020  
Scope: Marimor Industries, Inc.  
Results: No areas of concern. Preventative maintenance performed.

Type: Overhead Door Inspection  
 Company: Tim Richards, Maintenance Foreman  
 Date: November 11, 2020  
 Scope: Administration Building Garage, School Storage Area, Small Garage, Marimor Industries, Inc. (MII)  
 Results: No concerns in Admin Garage (1), School Storage Area (1), Board Garage (1) and Maintenance Building (10). Seven doors at MII inspected. #1 Shred dock has panel damage. No need to repair for functionality. #3 in workshop to warehouse needs the opener replaced and sensors installed.

D. Concurrence with the supplementals, transfers and advances of Allen County Board of Developmental Disabilities during October 2020.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

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

Mr. McPherson, yes  
 Mr. Garlock, yes

Ms. Montrose, yes  
 Mrs. Hood, yes

VIII. Superintendent's Report

A. Superintendent Report – November 2020

B. Administrative

1. Early Childhood & School Age Report – October 2020
2. Quality & Support Services Report – October 2020
  - LODDI Financials – August and September 2020
  - LODDDI Meeting Minutes – October 2020
3. Service & Support Administration Report– October 2020
4. Human Resources Report – October 2020
  - HR Newsletter – November 2020

IX. Old Business

X. Committee Reports

A. Ethics Council – Met on November 24, 2020

20-66	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
20-67	Mother	Individual Support Services	Reimbursement for Respite Care

20-68	Mother	Individual Support Services	Reimbursement for Therapy Sessions
20-69	Mother	Individual Support Services	Reimbursement for Adaptive Eating Educational Classes
20-70	Mother	Individual Support Services	Reimbursement for Medical Travel
20-71	Mother	Individual Support Services	Reimbursement for Repair of Adaptive Equipment

**ETHICS COUNCIL RECOMMENDATION 91-20:** 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

**B. Finance Committee – Met on November 24, 2020**

Mr. Garlock reported that the year-to-date revenue was approximately 9 million dollars and year-to-date expenditures were about 7.78 million dollars. The Finance Committee discussed the impact of COVID to the Board and reviewed the 2<sup>nd</sup> draft of the 2021 Budget.

**FINANCE COMMITTEE RECOMMENDATION 92-20:** The Finance Committee recommended the Board approve the Financial Summary and bills paid for October 2020.

Mr. Garlock moved.

Mr. McPheron 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 November 24, 2020**

**1. Amend Policy – Policy 6.05**

Policy 6.05 School Age – This policy was amended to update the Cafeteria information to Student Meals. Additionally, the information on harassment and bullying for educational purposes is more extensive and will be included in Policy 5.08.

POLICY COMMITTEE RECOMMENDATION 93-20: The Policy Committee recommended the Board amend Policy 6.05 presented.

Mrs. Lehman moved.

Mr. Stolly 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

SUPERINTENDENT RECOMMENDATION 94-20: 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.

**ALLEN COUNTY BOARD AUCTION LIST**

<b>TAG #</b>	<b>DESCRIPTION</b>
147	Transmission Lift
277	Computer cart
20472	Gray TNT 550 Truck & Trailer Lift
20507	4000 pound engine lift
20758	Desk
20893	4 drawer putty filing cabinet
21805	3 drawer lateral file cabinet
21814	4 drawer black filing cabinet
21855	Brown arm chair
22046	Tall Bookshelf
22052	4 drawer file cabinet
22879	Desk
23011	Burgundy side chair
23012	Burgundy side chair
23030	Burgundy side chair
23031	Burgundy side chair
23032	Burgundy side chair

23033 Burgundy side chair  
 23034 Burgundy side chair  
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 23044 Burgundy side chair  
 23070 Burgundy side chair  
 23073 Burgundy side chair  
 23081 Burgundy side chair  
 23082 Burgundy side chair  
 23129 Burgundy side chair  
 23423 Burgundy side chair  
 23523 Hi Back rolling desk chair  
 23840 Wooden tall bookcase  
 23909 White computer desk  
 23943 File Cabinet  
 24069 Sony CD Radio Cassette Player  
 24341 Burgundy side chair  
 24343 Burgundy side chair  
 24407 3 shelf black bookcase  
 24730 Panasonic Palmcorder  
 25270 2 shelf bookcase  
 25350 Welch Allyn Sure temp thermometer  
 25494 Metal Desk  
 25576 Burgundy side chair  
 25954 6 shelf putty bookcase  
 26436 Camera  
 26466 Reading Rods machine  
 27237 Bone creeper  
 26828 Computer Desk  
 26833 Computer Desk - White & Black  
 27441 Black rolling chair  
 28186 Desk  
 NN Baby scale  
 NN Bookshelf - 6 shelves metal putty - United Way/FCFC  
 NN Books - Unit  
 NN Baskets - 2  
 NN Bone Creeper  
 NN Books - Children - several boxes  
 NN Books - Teachers  
 NN Books & Puzzles  
 NN Books, Game & Puzzles  
 NN 3 shelf putty bookcase  
 NN Bulletin Board supplies  
 NN Cabinet - Large Storage

NN Cabinet - metal sink  
 NN Cabinet - metal sink  
 NN Cabinet - tall metal floor  
 NN Cabinet - metal floor  
 NN Cabinet - metal wall  
 NN Cabinet - metal wall  
 NN Cabinet - metal wall  
 NN Cabinet - wooden 2 door storage cabinet  
 NN CD cases  
 NN Chair - burgundy side chair  
 NN Chair - black desk rolling  
 NN Chair - black desk rolling  
 NN Chair - Black leather - rolling desk  
 NN Chair - Black hi back leather rolling desk  
 NN Chair - brown rolling - small frame  
 NN Chair - plum/purple side chair  
 NN Circle Die  
 NN Coat Racks  
 NN Concrete Blocks - 14 and Masonry bricks - 52  
 NN Craft Items  
 NN Desk - DONATED BY ESC  
 NN Desks 2 - slanted for writing - for table top  
 NN Desktop organizer - wooden  
 NN Doors - 10 metal - 36 X 93  
 NN Doors - 4 metal - two are 42 X 83 and two are 36 X 83  
 NN Engine stand - Lincoln  
 NN File Cabinet - Gray Steelcase 4 drawer (donated from FCFC)  
 NN File Cabinet - Gray Metal 4 drawer (donated from FCFC)  
 NN Games  
 NN Games Puzzle & Books  
 NN Hair Dryer - travel size & 3 sets of headphones in a box  
 NN iHome  
 NN iHome - 6  
 NN Lights - 10 - 2x4 fluorescent  
 NN Lights - 5 - 1x4 and 5 - 2x4 fluorescent  
 NN Lights - 9 - 2x4 fluorescent  
 NN Lockers - light blue  
 NN Lockers - dark blue  
 NN Misc Maintenance Supplies  
 NN Mixer  
 NN Monitor stand - light gray  
 NN Office Supply - black & maroon desk trays, binders, file organizer, misc office supplies, folders, hanging file folders, dictionary, address box, hello name badge  
 NN Paint - finger paint  
 NN Storage Cabinet - DONATED BY ESC  
 NN Storage Cabinet 2 door - hard plastic Rubbermaid  
 NN Suitcase with 2 book bags inside  
 NN Toaster  
 NN Tote of misc storage containers & broiler pan  
 NN Toys, games, etc.



NN Toys, CDS, date boards, etc  
NN Toys  
NN Umbrella  
NN VCR Tapes

Mrs. Lehman 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. Create Positions

The next step in the redesign of the Quality & Support Services and the Service & Support Administration departments to form the Community Support Services department, is to create four Lead Service and Support Associate positions and one Service & Support Associate position. The Lead SSAs will carry caseloads of 10-15 with the main purpose of mentoring, supporting and teaching SSAs. These replace the SSA Supervisor positions. The new SSA is then to create a caseload out of those four SSA's other individuals. The final step then will be eliminating all the vacated positions by the redesign and amending all other position descriptions to the correct titles and department.

SUPERINTENDENT RECOMMENDATION 95-20: Superintendent Schnipke recommended the Board approve the creation of four Lead Service & Support Associate (SSA) positions and one SSA.

Mr. Garlock moved.

Mr. Lehman seconded the motion.

The following roll was called:

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

Mrs. Lehman, yes  
Mr. Stolly., yes

Mr. McPheron, yes  
Mr. Garlock, yes

C. Position Description Amendments

Four position descriptions in the Medicaid Services Unit, part of the new Community Support Service Department, are being amended for changes related to the redesign. The two Investigative Agent (full-time and part-time) needed amended for the new Table of Organization. The remaining position description amendments will be ready for the next board meeting.

SUPERINTENDENT RECOMMENDATION 96-20: Superintendent Schnipke recommended the Board approve the amendments to the Medicaid Services Manager, Waiver Plan Specialist, Medicaid

Quality and Support Specialist, Medicaid Services Specialist (part-time), Investigative Agent and Investigative Agent (part-time) position descriptions as presented.

Ms. Montrose moved.

Mrs. Hood seconded the motion.

The following roll was called:

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

D. Funding for Home and Community Based Waiver Services for 2021

Statute §5126.0511 of the Ohio Revised Code requires the Board to adopt a resolution specifying the amount of funds it will use in the next year to pay the non-federal share of the Medicaid expenditures that the Board is required to pay, in accordance with §5126.0510 and §5126.059 of the Ohio Revised Code. Our match commitment is currently 30.32%. We are authorizing approximately \$13,413,600.00 in Medicaid services annually for Home and Community Based Waiver Services. Of that total, almost \$3,000,000.00 is state funded dollars

SUPERINTENDENT RECOMMENDATION 97-20: Superintendent Schnipke recommended the Board commit \$824,172 as payment for the non-federal share of Medicaid expenditures for home and community-based waiver services. The Board will also pay associated fees as required by the State. It is fully understood the payment of the non-federal share represents an ongoing financial commitment by the Allen County Board of Developmental Disabilities. This resolution assumes the continuation of \$2,793,085.45 in State allocation for the match needed for Medicaid expenditures.

Mrs. Hood moved.

Mr. Garlock seconded the motion.

The following roll was called:

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

XII. Board Discussion:

A. Appoint Nominating Committee

President Fleming and Mr. McPheron will serve on the nominating committee.

B. Board Appointments for 2021

It is Superintendent Schnipke's recommendation that the Board ask the County Commissioners to reappoint Mr. Fleming, Ms. Montrose and Mrs. Hood to the Board in January 2021. This will be Mr. Fleming and Ms. Montrose's third and final term. This will be the conclusion of the term Mrs. Hood completed for Mrs. Weaver. Superintendent Schnipke also recommended for Mrs. Hood be appointed to her first full term. Also, will ask the County Commissioners to replace Mr. Stolly at his discretion at the end of his first term December 31, 2020.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 5:54 p.m.

Ms. Montrose seconded the motion to adjourn.

Ms. Montrose, yes

Mrs. Hood, yes

Mr. Fleming, yes

Mr. Stolly, yes

Mrs. Lehman, yes

Mr. Garlock, yes

Mr. McPheron, yes

Regular Board Meeting  
December 22, 2020  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

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