

October 27, 2020

- 80-20 Approval of the Agenda
- 81-20 Approval of the Minutes from the September 22, 2020 Regular Board Meeting
 - Approval of Recall of Heather Fuqua as a One on One Educational Aide – Temporary
 - Approval of Hire of Brandon Morman as a Part-Time Custodial Worker
 - Approval of Hire of Haley Snyder as a Service and Support Associate
 - Approval of Transfer of Dawn Miller from Service and Support Associate to Medicaid Quality and Support Specialist
 - Approval of Transfer of Tammy DeLong from Head Cook to Community Connections Specialist II
 - Approval of Retirement of Shirley Evans as an Investigative Agent
 - Approval of the following Inspection Reports
 - Allen County Public Health – Food Inspection Report
 - Allen County Public Health – School Environment Inspection
 - Tim Richards, Maintenance Foreman – Playground Inspection
 - Concurrence with the transfers for September 2020
- 82-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 83-20 Approval of Financial Summary and Bills Paid for September 2020
- 84-20 Approve the following Policy Actions:
 - Amend Policy 2.04 – Healthy Foods and Vending
 - Amend Policy 5.34 – Layoff/Reduction in Force of Management Employees
 - Amend Policy 6.09 – Employment First
 - Amend Policy 6.11 – Service and Support Administration
- 85-20 Enter into a Contract with LODDI, Inc. and Create a Property Maintenance Technician – Part Time position
- 86-20 Approve Purchase of Play Equipment and Safeguard Surfacing
- 87-20 Approve Amendments to the Investigative Agent Job Description
- 88-20 Approve Redesign of Quality Support Services and SSA Departments to the Community Support Services (CSS) Department and create the following positions: CSS Director, SSA Manager, Community Connections Manager, Employment Services and Advocacy Manager and Modify the Medicaid Services Manager position

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

October 27, 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, October 27, 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 |
| Mrs. Linda Lehman, present via Zoom | Mr. Robert McPheron, present |
| Ms. Phyllis Montrose, present | Mr. Adam Stolly, present |
| 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 Kelly von derEmbse. Kelly is a Developmental Specialist – Deafness and Hearing Impairments on the Early Intervention (EI) team. She is a crowd favorite and one of the most thankful employees we have at the Board. Kelly has been working with children who have hearing needs for more than 20 years. These services are funded by an Ohio Department of Health grant and provide hearing services to a five county area. In 2016, Lima Memorial was no longer interested in providing services under this grant. Kelly approached the Early Intervention leadership and asked about the Board of DD applying for the grant and having hearing services as part of our EI team. It has worked out very well. Kelly worked part-time until she moved to full-time December 18, 2018 when she started working with the Autism PLAY Project. Kelly and her husband Greg, an SSA with the Board, have 6 children and live in rural Kalida.

The vision is: *A community that recognizes the importance and potential of all people.*

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Redesign Quality Support Services & SSA Departments	Superintendent Schnipke

RESOLUTION 80-20:

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 were several items of correspondence. First was a few ‘thank you’ notes for the recognition we gave each staff of the provider agencies, for the in - home and community supports they provide, during DSP (Direct Support Professional) Recognition Week. Notes came from: Benchmark Day Support Staff, Tammy Delong of Caliber One (COR) and Trois Parker of Champaign Residential Services, Inc. (who both also happen to work at the Board). Second, is a heartwarming ‘thank you’ from the Bensman/Shepherd families after the recent passing of their brother who the Board served for many years. Next, we received a note from Brad Perrott, Executive Director of The Arc of Allen County for a donation to The Arc in memory of Mary Ann Brown. Also, we received a thank you from Greg Sneary for the card and gift on his retirement as an Allen County Commissioner. The last item was a letter from DODD recognizing the Board’s Early Intervention program and the 100% compliance with transition planning requirements.

V. Hearing of the Public

VI. Staff Report

Kelly von derEmbse, Developmental Specialist - Deafness and Hearing Impairment spoke on the PLAY Project. In August, Kelly received her certification in PLAY (Play and Language for Autistic Youngsters) therapy. This was an enormous feat, and she is the first person at the Board to make it through the grueling certification process. This certification required Kelly to submit 15 videos of home visits, including narratives, for the PLAY Project Coordinators. Each video was critiqued and held to the PLAY Project high standards. One submission was even critiqued by Dr. Rick Solomon, creator and founder of the PLAY Project. Kelly received a 5/5 score with the following note: “Great video to possibly use for training purposes. I thought Kelly did an amazing job coaching via ZOOM and the video really showed a child’s great progress from the start of the video to the end. For example, at the beginning the child was dysregulated/disconnected; by meeting her where she was and walking up the FDLs, by the end of the video the child was regulated and connected, opening and closing circles.” This program will be very beneficial for many of our young children with autism.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 81-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the September 22, 2020 Board meeting.
- B. Accept Personnel Report
 - 1. New Hires
 - a. Heather Fuqua was recalled from layoff effective September 14, 2020 as a One on One Educational Aide (Temporary) at an hourly rate of \$12.97.
 - b. Brandon Morman was hired as a Part-Time Custodial Worker effective October 8, 2020 at an hourly rate of \$13.79.
 - c. Haley Snyder was hired as a Service and Support Associate effective October 19, 2020 at an annual salary of \$40,148.
 - 2. Transfers
 - a. Dawn Miller transferred from Service and Support Associate to Medicaid Quality and Support Specialist effective September 15, 2020 at an annual salary of \$57,907.
 - b. Tammy DeLong will be transferring from Head Cook to Community Connections Specialist II effective October 29, 2020 at an annual salary of \$45,100.
 - 3. Terminations
 - a. Shirley Evans will be retiring as an Investigative Agent effective November 30, 2020.
- C. Inspection Reports
 - Type: Food Inspection Report
 - Company: Allen County Public Health
 - Date: September 15, 2020
 - Scope: Marimor School - Cafeteria
 - Results: No violations noted.

Type: School Environment Inspection
Company: Allen County Public Health
Date: September 15, 2020
Scope: Marimor School
Results: No areas of concern.

Type: Playground Inspection
Company: Tim Richards, Maintenance Foreman
Date: October 13, 2020
Scope: West and East Playgrounds
Results: Many bolts are rusted. One repaired at base of slide, need to remove a monumental post in the yard, monitoring bolts on car seat swing; surfacing needs replaced. All this will be torn out in the spring of 2021 for the new All Ability Playground on the east side of Marimor School. Playgrounds are safe for usage & what is not has been taken out, such as a tube to crawl through was removed this past summer.

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

Mr. Stolly 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 – October 2020

B. Administrative

1. Early Childhood & School Age Report – September 2020
2. Quality & Support Services Report – September 2020
3. Service & Support Administration Report–September 2020
4. Human Resources Report – September 2020
 - HR Newsletter – October 2020

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on October 27, 2020

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

20-64	Mother	Individual Support Services	Reimbursement for Medical Travel
20-65	Mother	Individual Support Services	Reimbursement for Medical Travel

ETHICS COUNCIL RECOMMENDATION 82-20: 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 ORC §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 October 23, 2020

Mr. Garlock reported that the year-to-date revenue was approximately 8.78 million dollars and year-to-date expenditures were 6.67 million dollars. Tangible Personal Property Tax revenue was down by about \$24,000. This revenue item is set to be phased out next year. Mr. Garlock stated that the finance committee reviewed the current COVID expenses as well as the first draft of the 2021 budget.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 83-20: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for September 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 October 27, 2020

Policy 2.04 Healthy Foods and Vending was reviewed by the Wellness Committee. One requirement was added on how the vending company will be informed of the nutrition standards for the Market Place and vending machines. The School Nurse will monitor the standards are being met.

Policy 5.34 Layoff/Reduction in Force of Management Employees was reviewed by counsel with recommendations noted in definitions and how layoffs/reduction in force will be implemented. Clarity was given to reinstatement and timeframes for such.

Policy 6.09 Employment First was up for a two-year review. Rule citation updated. Career planning explained and other language updated. No significant changes.

Policy 6.11 Service & Support Administration was up for a two-year review. Rule citations were updated. Other language and set up updated. No significant changes.

POLICY COMMITTEE RECOMMENDATION 84-20: The Policy Committee recommended the Board amend Policies 2.04, 5.34 6.09 and 6.11 as 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. Enter into a Contract with LODDI, Inc.

LODDI, Inc., the non-profit housing corporation operated by the Board to meet the housing needs of individuals with developmental disabilities, has asked the Board to enter into a contract to employ a Property Maintenance Technician. They have used a local company for maintenance for many years and it has become cost prohibitive. They have not been able to find another option that best meets the need. After considering the options, a job description was completed for a part-time position with 24/7 on-call responsibilities. LODDI, Inc. will assume the full cost for this position.

SUPERINTENDENT RECOMMENDATION 85-20: Superintendent Schnipke recommended the Board enter into a contract with LODDI, Inc. for a Property Maintenance Technician and the Board approve the position of Property Maintenance Technician.

Ms. Montrose 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. Approve Purchase of Play Equipment and Safeguard Surfacing

We have completed the first phase of the construction process for the second All Ability Playground that will be built at the Board. The hope is for a late spring or early summer community build. In using the State Cooperative Purchasing we don't have to go out for bid for the equipment and by doing it before December 6, we can lock in 2020 prices for the equipment and safeguard surfacing. This is a government program so the Board must make the purchase because the Foundation does not qualify. The funds are secured in the fundraising with the foundation and will be paid back to the Board.

SUPERINTENDENT RECOMMENDATION 86-20: Superintendent Schnipke recommended the Board approve the purchase of the equipment and safeguard surfacing for the All Ability Playground at Marimor School through cooperative purchasing not to exceed \$340,000

Mr. Stolly moved.

Mrs. Hood 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. Position Description Amendment

The full-time Investigative Agent position is open and changes to the position are in order before it is posted to be filled.

SUPERINTENDENT RECOMMENDATION 87-20: Superintendent Schnipke recommended the Board approve the amendments to the Investigative Agent position description as presented.

Ms. Montrose 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: Appoint Delegate to Association Conference & Board Member for 2021

President Fleming was appointed to be the delegate to the Ohio Association of County Boards of DD delegate assembly.

Superintendent Schnipke reported that she is currently looking for a replacement for Adam Stolly.

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mr. McPheron moved to adjourn into Executive Session to discuss a personnel matter at 5:49 p.m.

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

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into Regular Session at 6:25 p.m.

Mr. McPheron seconded the motion.

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

Mr. Garlock, yes
Mr. McPheron, yes

Mrs. Hood, yes
Ms. Montrose, yes

D. Redesign Quality Support Services & SSA Departments

SUPERINTENDENT RECOMMENDATION 88-20: Superintendent Schnipke recommended the Board approve the redesign of the Quality Support Services department and the Service and Support Administration department to become the Community Support Services department. Superintendent Schnipke further recommended the creation of the following positions: one Community Support Services Director, one SSA Manager, one Community Connections Manager and one Employment Services and Advocacy Manager as well as amend the Medicaid Services Manager Position.

Mrs. Hood moved.

Mr. McPheron seconded the motion.

The following individual roll was called:

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

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

XIV. Adjournment

Mrs. Hood moved to adjourn the meeting at 6:30 p.m.

Mr. Garlock seconded the motion to adjourn.

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

Mrs. Hood, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Stolly, yes

Regular Board Meeting
November 24, 2020
Allen County Board of Developmental Disabilities
2550 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary