

December 22, 2020

- 98-20 Approval of the Agenda
- 99-20 Approval of the Minutes from the November 24, 2020 Regular Board Meeting  
Approval of Re-Hire of Cheryl Zimmerly as a Medicaid Service Specialist (P/T)  
Approval of Hire of Tina Hoffman as a Service and Support Associate  
Approval of Hire of Tina Barlage as a Service and Support Associate  
Approval of Hire of Megan Hartman as a Service and Support Associate  
Approval of Transfer of Jana McVetta from Director of Quality Support Services  
Director to Director of Community Support Services  
Approval of Transfer of Bethany Ernest from Service and Support Supervisor to  
Community Connections Manager  
Approval of Transfer of Melodie Conley from Director of Service and Support  
Administration to Employment Services and Advocacy Manger  
Approval of Transfer of Melissa Ricker from Waiver Plan Specialist to Service and  
Support Administration Manager  
Approval of Transfer of Michelle Snyder from Service and Support Supervisor to  
Investigative Agent  
Approval of Transfer of Rebecca Maenle from Service and Support Associate –  
Children to Waiver Plan Specialist  
Approval of Transfer of Sarah Burke from Service and Support Associate to Lead  
Service and Support Associate  
Approval of Transfer of Melissa Weaver from Service and Support Associate to Lead  
Service and Support Associate  
Approval of Transfer of Kristy Hudson from Service and Support Associate to Lead  
Service and Support Associate  
Approval of Transfer of Samantha Lee from Service and Support Associate to Lead  
Service and Support Associate  
Approval of Resignation of Jessica Stewart as a Service and Support Associate  
Approval of Resignation of Sarah Troyer as Community Connections Specialist  
Approval of the following Inspection Reports  
Ohio Bureau of Worker’s Compensation – Public Employment Risk Reduction  
Inspection  
Concurrence with the transfers for November 2020
- 100-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or  
Immediate Family Member of Eligible Individual
- 101-20 Approval of Financial Summary and Bills Paid for November 2020
- 102-20 Approve 2021 Budget
- 103-20 Amend the following Position Descriptions:  
Administrative Assistant – Community Support Services

Administrative Assistant – SSA/Business  
Behavior Support Specialist  
Behavior Support Specialist & Consultant  
Community Connections Specialist II  
Individual Support Services Coordinator  
Intake-Support Services Coordinator  
Intake-Support Services Coordinator- Children  
Service and Support Associate – Children  
Service and Support Associate  
Service and Support Associate (P/T)  
Superintendent  
Transition Coordinator

- 104-20 Approval of the following Association Dues:
  - Ohio Association of County Boards of Developmental Disabilities
  - Allen County Family and Children First Council
- 105-20 Approve 2021 Early Intervention Handbook
- 106-20 Approve Adjusted Service and Support Associate Salaries
- 107-20 Approve Provider Assistance Program
- 108-20 Approval of Pandemic Relief Payment
- 109-20 Approve Amendment to Superintendent’s Contract

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**MINUTES**

**December 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, December 22, 2020 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. Linda Lehman, present  
Ms. Phyllis Montrose, present  
Mr. Thomas Fleming, present

Mrs. Christina Hood, present via Zoom  
Mr. Robert McPheron, present  
Mr. Adam Stolly, excused

**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. Garlock.

*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>
Pandemic Relief Payment	Superintendent Schnipke
Replacement of COVID-19 Provider Support Grant Assistance Program	Superintendent Schnipke

RESOLUTION 98-20:

Mr. Garlock moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mr. Fleming, yes

IV. Correspondence

There are no items of correspondence this month.

V. Hearing of the Public

Greg Bukowski of the Kiwanis Club of Lima presented a check for the All Ability Playground campaign.

VI. Staff Report

There was no staff report this month.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 99-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the November 24, 2020 Board meeting.
- B. Accept Personnel Report
  - 1. New Hires
    - a. Cheryl Zimmerly re-hired as a Medicaid Services Specialist (P/T) effective December 3, 2020 at an hourly rate of \$29.59.
    - b. Tina Hoffman hired as a Service and Support Associate effective January 4, 2021 at an annual salary of \$52,996. Tina has 16 years of related experience.
    - c. Tina Barlage hired as a Service and Support Associate effective January 4, 2021 at an annual salary of \$43,360. Tina has 4 ½ years of related experience.
    - d. Megan Hartman hired as a Service and Support Associate effective January 4, 2021 at an annual salary of \$40,951. Megan has one year of related experience.
  - 2. Transfers
    - a. Jana McVetta will transfer from Director of Quality and Support Services to Director of Community Support Services effective January 1, 2021 at an annual salary of \$98,268.

- b. Bethany Ernest will transfer from Service and Support Supervisor to Community Connections Manager effective January 1, 2021 at an annual salary of \$69,842.
- c. Melodie Conley will transfer from Director of Service and Support Administration to Employment Services and Advocacy Manager effective January 1, 2021 at an annual salary of \$83,459.
- d. Melissa Ricker transferred from Waiver Plan Specialist to Service and Support Administration Manager effective December 1, 2020 at an annual salary of \$65,883.
- e. Michelle Snyder transferred from a Service and Support Supervisor to Investigative Agent effective December 3, 2020 at an annual salary of \$75,246.
- f. Rebecca Maenle will transfer from Service and Support Associate – Children to Waiver Plan Specialist effective January 1, 2021 at an annual salary of \$51,475.
- g. Sarah Burke will transfer from Service and Support Associate to Lead Service and Support Associate effective January 1, 2021 at an annual salary of \$48,981.
- h. Melissa Weaver will transfer from Service and Support Associate to Lead Service and Support Associate effective January 1, 2021 at an annual salary of \$47,875.
- i. Kristy Hudson will transfer from Service and Support Associate to Lead Service and Support Associate effective January 1, 2021 at an annual salary of \$53,491.
- j. Samantha Lee will transfer from Service and Support Associate to Lead Service and Support Associate effective January 1, 2021 at an annual salary of \$45,491.

3. Terminations

- a. Jessica Stewart resigned as a Service and Support Associate effective December 3, 2020.
- b. Sarah Troyer resigned as a Community Connections Specialist effective December 11, 2020.

C. Inspection Reports

Type: Public Employment Risk Reduction Inspection  
 Company: Ohio Bureau of Worker’s Compensation  
 Date: October 29, 2020  
 Scope: Marimor School, Administration, Industries and Maintenance Garage  
 Results: Three corrective actions requested. All corrected during inspection.

- D. Concurrence with the advance of Allen County Board of Developmental Disabilities during November 2020.

Mr. McPheron moved.

Ms. Montrose 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 – December 2020

- B. Administrative

- 1. Early Childhood & School Age Report – November 2020
  - Marimor School Newsletter, Volume 5, Number 4
- 2. Quality & Support Services Report – November 2020
- 3. Service & Support Administration Report– November 2020
- 4. Human Resources Report – November 2020
  - HR Newsletter – December 2020

IX. Old Business

X. Committee Reports

- A. Ethics Council – Met on December 22, 2020

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

20-72	Mother	Individual Support Services	Reimbursement for Medical Travel
20-73	Mother	Individual Support Services	Reimbursement for Medical Travel
20-74	Mother	Individual Support Services	Reimbursement for Medical Travel
20-75	Aunt/Guardian	Individual Support Services	Reimbursement for Respite Care
20-76	Mother	Individual Support Services	Reimbursement for Respite Care

**ETHICS COUNCIL RECOMMENDATION 100-20:** 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

Ms. Montrose, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. Fleming, yes

B. Finance Committee – Met on November 24, 2020

Mr. Garlock reported that the year-to-date revenue was approximately 9.4 million dollars and year-to-date expenditures were about 8.3 million dollars. The COVID Financial Consideration Report as well as Draft 3 of the 2021 Budget was reviewed by the Finance Committee.

1. Approval of Financial Information

FINANCE COMMITTEE RECOMMENDATION 101-20: The Finance Committee recommended the Board approve the Financial Summary and bills paid for November 2020.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Mr. Fleming, yes

FINANCE COMMITTEE RECOMMENDATION 102-20: The Finance Committee recommended that the Board approve the 2021 Budget.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

The following roll was called:

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee

XI. New Business

A. Position Description Amendments

As part of the redesign of services for Service and Support Administration, the remaining position descriptions impacted have been amended. The table below outlines the changes.

<b>Position Code</b>	<b>Title</b>	<b>Changes</b>
SC-206	Administrative Assistant – Community Support Services	Changed department name throughout the document, supervisor title and job code. Added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-207	Administrative Assistant – SSA/Business	Changed SSA Director to Service and Support Manager throughout the document. Added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-306	Behavior Support Specialist	Changed department name throughout the document, supervisor title and job code. To Job Accountabilities added Participated in MIDD Task Force with the Superintendent. Added works closely with SSAs on processes of DDIT. Added additional job duty to ensure in-service training designed to meet the professional growth requirements of employees. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-307	Behavior Support Specialist & Consultant	Changed department name throughout the document, supervisor title and job code. Added additional job duty to ensure in-service training designed to meet the professional growth requirements of employees. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-319	Community Connections Specialist II	Changed department name throughout the document, supervisor title and job code.
SC-350	Individual Support Services Coordinator	Changed department name throughout the document and supervisor title. In Job Accountabilities added works closely with secretary to ensure necessary and accurate paperwork. Changed consults resource allocation committee to Director of CSS. Added ensures completion of Ethics reviews by secretary. Added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.



SC-312	Intake-Support Services Coordinator	Changed department name throughout the document and supervisor title. Job Accountabilities – added provides outreach in eligibility of Board services to community agencies. Removed assists in the coordination, planning and implementation of Good Life. Added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-302	Intake-Support Services Coordinator – Children	Changed department name throughout the document and supervisor title. Job Accountabilities – added provides outreach in eligibility of Board services to community agencies. Added serves as backup to PASRR review. Added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-307	Service and Support Associate – Children	Changed department name throughout the document and supervisor title. Job Accountabilities – removed 24 hour on-call duty. Added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-305	Service and Support Associate	Changed department name throughout the document and supervisor title. Job Accountabilities – removed 24 hour on-call duty. Added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-309	Service and Support Associate (P/T)	Changed department name throughout the document and supervisor title. Job Accountabilities - added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.
AD-600	Superintendent	Updated Employees Supervised list. Updated Equipment and Machines section to add laptop, cellphone and printer.
SC-311	Transition Coordinator	Changed department name throughout the document and supervisor title. Job Accountabilities - added additional job duty for participating in trainings and educational opportunities. Updated Equipment and Machines section to add laptop, cellphone and printer.

SUPERINTENDENT RECOMMENDATION 103-20: Superintendent Schnipke recommended the Board approve the amendments to the position descriptions as presented.

Mrs. Lehman moved.

Mr. McPheron seconded the motion.

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Fleming, yes

B. Association Dues

The Ohio Association of County Boards of Developmental Disabilities (OACB) annual dues will remain the same for 2021. The amount is \$25,750.00.

The Allen County Family & Children’s First Council (FCFC) administrative fees will remain \$1,500.00. We have historically committed an additional \$50.00 to the Parent Engagement Fund. However, that fund is very healthy, so this year we will commit just \$1,500.00. We continue to be closely tied to budget shortfalls for FCFC and will continue to monitor if more financial assistance will be needed from the primary partnering agencies. Additionally, our agency has taken on the financial work of FCFC since the new Coordinator was hired in 2018. Given the financial challenges they face we will not be billing FCFC for this in-kind work. The Business Office staff are fabulous at this work and have it down perfectly within all the financial work they are responsible for at the Board.

SUPERINTENDENT RECOMMENDATION 104-20: Superintendent Schnipke recommended the Board approve the payment of \$25,750.00 to OACB for the 2021 dues and \$1,500.00 to FCFC for the 2021 administrative fees. Additionally, the Board will waive the approximately \$2,520.00 cost for the financial work completed for FCFC annually.

Mr. Garlock moved.

Mr. McPheron seconded the motion.

Mrs. Hood, yes

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Garlock, yes

Mr. Fleming, yes

C. Approve 2021 Early Intervention Handbook

The Early Intervention (EI) Handbook has been updated for 2021. The update includes adding a new employee on the EI team, and adding a page on COVID-19 precautions.

SUPERINTENDENT RECOMMENDATION 105-20: Superintendent Schnipke recommended the Board approve the 2021 Early Intervention Handbook as presented.

Mr. McPheron moved.

Ms. Montrose seconded the motion.

Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mr. Fleming, yes

D. Approval of Adjusted Service & Support Associate (SSA) Salaries

As discussed many times throughout 2019 and 2020, retention of SSAs, one of our most critical positions, continues to be a significant priority. The employing of SSAs over the past three years has been much higher than any point in history for the Board. The statistics are: 2018 - 5 SSAs hired, 2019 - 5 SSAs hired, 2020 - 6 SSAs hired and 2021 (as of January 4) 3 SSAs hired. More than 15 SSAs have less than 2 years' experience. We must stabilize this workforce if we want to continue to provide the quality of services we have come to expect. To attract more qualified candidates, one item we had to change was our practice in setting salaries upon hire. Human Resources carefully reviewed each SSAs current salary, years of service in developmental disabilities or a related social work field, and starting wages. The majority of the employees fell within the practice we have established; however, 9 employees are being recommended for a small adjustment so we are using the same practice for all. The total for all the adjustments is \$9,868.00.

SUPERINTENDENT RECOMMENDATION 106-20: Superintendent Schnipke recommended the adjusted salaries as presented effective December 17, 2020.

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

The following roll was called:

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

E. Provider Assistance Program

In April through June, 2020 we implemented a very simple provider assistance program in light of the COVID-19 pandemic. The original program was a temporary way to assist agency providers having financial difficulties due to the pandemic. If the provider chose to apply, they could receive assistance in a tiered funding method based on number of persons served. The actual expenditures for those three months was significantly under projections at \$22,671.18. The providers were very appreciative of this support during those early months of the pandemic. As we have carefully watched the financial implications of the pandemic for the remainder of 2020, our Medicaid

expenditures continue to be much lower than projected and the enhanced federal match will continue through March 2021. Due to this, and the extreme situation our providers find in hiring and retaining Direct Support Professionals (DSP) in this pandemic, we would like to revise the Provider Assistance Program (PAP) for 2021. The 2021 budget includes the anticipated expenditures for this program. A very rough estimate, if all providers choose to participate, would be \$260,000.

SUPERINTENDENT RECOMMENDATION 107-20: Superintendent Schnipke recommended the Board approve the Provider Assistance Program up to \$260,000 to help eligible providers with costs associated during the COVID-19 pandemic.

Ms. Montrose moved.

Mr. McPheron seconded the motion.

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Mr. Fleming, yes

F. Pandemic Relief Payment

SUPERINTENDENT RECOMMENDATION 108-20: Superintendent Schnipke recommended the Board approve a pandemic relief payment in the amount of \$500 for employees not on administrative leave as of the end of December (pro-rated for employees who have worked less than one year).

Mr. Garlock moved.

Ms. Montrose seconded.

The following roll was called:

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

ADJOURN INTO EXECUTIVE SESSION

Mr. McPheron moved to adjourn into Executive Session to discuss the Evaluation and Compensation of the Superintendent and Personnel Compensation at 5:45 p.m.

Ms. Montrose seconded the motion.

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

RECONVENE INTO REGULAR SESSION

Mrs. Lehman moved to reconvene into Regular Session at 6:08 p.m.

Mr. Garlock seconded the motion.

Mr. Garlock, yes  
Mr. McPheron, yes

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

G. Review and Amend Superintendent’s Contract

BOARD’S RECOMMENDATION 109-20: The Board approved the continuation of the Superintendent’s contract with the amendment of a four percent salary increase retroactive to July 1, 2020 in addition to a one time lump sum payment of \$5,000.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

The following roll was called:

Mrs. Hood, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mr. Fleming, yes

XII. Board Discussion

Superintendent Schnipke will be recommending to the Allen County Commissioner’s that Ty Butterfield be appointed to fill Adam Stolly’s unexpired term.

Mr. Fleming has been re-elected to the Ohio Association of County Board of DD’s Board. Mr. Fleming reported that OACB’s winter conference was held virtually and the attendance was one of the highest the conference has had. Mr. Fleming also reported that OACB has contracted with an infectious disease doctor to provide guidance to county boards on COVID related issues.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:18 p.m.


Mrs. Lehman seconded the motion to adjourn.

Mrs. Lehman, yes  
Mr. Garlock, yes

Mr. McPheron, yes  
Mrs. Hood, yes

Ms. Montrose, yes  
Mr. Fleming, yes

Organizational & Regular Board Meeting  
January 26, 2021  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

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