

June 23, 2020

- 38-20 Approval of the Agenda
- 39-20 Approval of the Minutes from the May 26, 2020 Regular Board Meeting  
Approval of Retirement of Cheryl Zimmerly as Medicaid Services Supervisor  
Approval of the following Inspection Reports:
  - Lima Fire Equipment – Kitchen Inspection
  - McCormick Equipment Company, Inc. – Dock Inspection
  - Tim Richards – Maintenance Foreman – Overhead Door InspectionConcurrence with the transfers for May 2020
- 40-20 Approved Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member of Eligible Individual
- 41-20 Approval of Financial Summary and Bills Paid for May 2020
- 42-20 Approve the following Policy Actions:
  - Amend Policy 2.08 - Tobacco-Free Workplace
  - Amend Policy 2.09 – Student Wellness
  - Amend Policy 2.10 – Oxygen Administration and Storage
- 43-20 Approve Service Contract with Marimor Industries, Inc. for Non-Medicaid Services
- 44-20 Approve Champaign Residential Services, Inc. Room & Board Contract
- 45-20 Approve Marimor School Handbook
- 46-20 Adopt Revised Marimor School Calendar
- 47-20 Accept Change Order Number 001, 002, & 003 with Westerheide Construction
- 48-20 Approve Management Contracts
- 49-20 Approve Amended Position Descriptions
- 50-20 Approve Staff Inservice Budget
- 51-20 Approval of Positive Behavior Support & Crisis Intervention Strategies Handbook
- 52-20 Approval of the Emergency Operations Plan
- 53-20 Approve Contract with the Board of County Commissioners for Early Intervention Service Coordination and Early Intervention Outreach Services

54-20 Contract with the Board of County Commissioners for Fiscal Services for the Allen  
County Family & Children First Council

55-20 Approve Contract with the Ohio Department of Developmental Disabilities

56-20 Approve the Application for Continued Deaf & Hard of Hearing Developmental Services

57-20 Create Speech/Language Therapist – EI Position

**ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**MINUTES**

**June 23, 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, June 23, 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. Linda Lehman, present  
Ms. Phyllis Montrose, present  
Mr. Thomas Fleming, present

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

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

Pledge of Allegiance

**III. Revision and Acceptance of the Revised Agenda**

Item(s) Added

Requested By

Delete Contract with ESC for Speech Therapy and Replace  
With Creating a Speech/Language Therapist – EI Position

Superintendent Schnipke

RESOLUTION 38-20:

Mr. Garlock moved to approve the agenda.

Ms. Montrose 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 was one item of correspondence from Steve Oster and the Synergy Committee, it was a Thank You to the Board for the continued financial support of this annual conference that is both for individuals with developmental disabilities and professionals in the field. Each year we have 3-4 people attend, and they always report it is a wonderful time of learning and fun.

V. Hearing of the Public

VI. Staff Report

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 39-20: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the May 26, 2020 Board meeting.
- B. Accept Personnel Report
  - 1. New Hires
  - 2. Transfers
  - 3. Terminations
    - a. Cheryl Zimmerly will be retiring as a Medicaid Services Supervisor effective October 1, 2020.

C. Inspection Reports

Type: Kitchen Inspection  
Company: Lima Fire Equipment  
Date: June 11, 2020  
Scope: Marimor School  
Results: All areas in compliance (oven, grill, range and steamer).

Type: Dock Inspection  
Company: McCormick Equipment Company, Inc.  
Date: June 12, 2020  
Scope: Marimor Industries  
Results: Preventive maintenance provided.

Type: Overhead Door Inspection  
 Company: Tim Richards, Maintenance Foreman  
 Date: June 8, 2019  
 Scope: Marimor School, Administration Building, Maintenance Garage, and Marimor Industries  
 Results: Inspection included springs and tension, cables, rollers and tracks. Damage and wear, loose parts. All doors and hardware in safe and proper operation.

D. Concurrence with the transfers of Allen County Board of Developmental Disabilities during May 2020.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

Mrs. Lehman, yes  
 Mr. Garlock, yes

Ms. Montrose, yes  
 Mrs. Hood, yes

Mr. Stolly, yes  
 Mr. Fleming, yes

VIII. Superintendent's Report

A. Superintendent Report for June 2020

B. Administrative

1. Early Childhood & School Age Report – May 2020
2. Quality & Support Services Report – May 2020
3. Service & Support Administration Report – May 2020
4. Human Resources Report – May 2020
  - HR Newsletter – June 2020
5. Community Connections Report – May 2020

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on June 23, 2020

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

20-45	Mother	Individual Support Services	Reimbursement for Medical Travel
20-46	Mother	Individual Support Services	Reimbursement for Medical Travel
20-47	Mother	Individual Support Services	Reimbursement for Medical Travel

20-48	Mother	Individual Support Services	Reimbursement for Medical Travel
20-49	Mother	Individual Support Services	Reimbursement for Adaptive Equipment

**ETHICS COUNCIL RECOMMENDATION 40-20:** 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.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

B. Finance Committee - Met on June 19, 2020

Mr. Garlock reported that the year-to-date revenue was 5.2 million dollars, which was approximately \$390,000 over budget. Year-to-date expenditures were 5.4 million dollars, which was about \$198,000 over budget.

The Finance Committee also reviewed the current financial impact to the Board due to COVID-19; however, there are still a lot of financial unknowns that could impact the Board.

1. Approval of Financial Information

**FINANCE COMMITTEE RECOMMENDATION 41-20:** The Finance Committee recommended that the Board approve the Financial Summary and bills paid for May 2020.

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee - Met on June 23, 2020

Policy 2.08 Tobacco-Free Workplace - changes included removing a timeline that has passed and removing a notification on this policy as all policies are available electronically.

Policy 2.09 Student Wellness - was updated to include changes in practice and titles.

Policy 2.10 Oxygen Administration and Storage - changes included adding certification terminology and changing classroom terminology.

POLICY COMMITTEE RECOMMENDATION 42-20: The Policy Committee recommended the Board amend Policy 2.08, Policy 2.09 and Policy 2.10 as presented.

Mrs. Lehman moved.

Mr. Stolly seconded the motion.

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Fleming, yes

XI. New Business

A. Service Contract with Marimor Industries, Inc. for Non-Medicaid Services

We have completed contracts for all service providers for the provision of non-Medicaid services for fiscal year 2020 - 2021. The contract with Marimor Industries, Inc. (MII) is the only one that will exceed \$50,000 for the year, thus requiring Board approval. The calendar year 2019 payments to Marimor Industries totaled \$155,751.93. This represents services for 29 individuals. We know that 2020 will look very different with COVID19 closures and the unknown status for individuals that live in nursing homes, or continue with stay-at-home orders, and will not return to day programming.

SUPERINTENDENT RECOMMENDATION 43-20: Superintendent Schnipke recommended that the Board enter into a contract with Marimor Industries, Inc. for the provision of non-Medicaid services to individuals served by the Board for the period of July 1, 2020- June 30, 2021.

Ms. Montrose moved.

Mr. Garlock seconded the motion.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

B. Champaign Residential Services, Inc. Room & Board Contract

Each year we enter into a contract to provide room and board compensation to Champaign Residential Services, 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. This year we anticipated an increase in the daily rate due to COVID19 and individuals staying at home for over 3

months. We expected items such as utilities or groceries to drive up the daily per diem. However, in meeting with the Executive Director of Champaign Residential Services, Inc. he held the amount the same as last year as there was only a couple of cents difference. If CRSI finds this changes drastically later in the year, they may ask to renegotiate. The daily rate will remain \$24.73.

SUPERINTENDENT RECOMMENDATION 44-20: Superintendent Schnipke recommended the Board approve the Room & Board Contract for Individuals Living in a Licensed Facility with Champaign Residential Services, Inc. for a period of July 1, 2020- June 30, 2021, not to exceed \$10,000.

Mr. Garlock moved.

Mrs. Lehman seconded the motion.

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

C. Approve Marimor School Handbook

SUPERINTENDENT RECOMMENDATION 45-20: Superintendent Schnipke recommended that the Board approve the Marimor School Handbook for the 2020-2021 school year. Further the Staff Directory page may be updated once all the employees are known for the school year.

Ms. Montrose moved.

Mr. Stolly seconded the motion.

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

D. Adopt Revised Marimor School Calendar

The Marimor School calendar for the 2020-2021 school year was revised to provide a bit more time to open school with the unknown requirements of COVID19, and to allow more time to complete the construction project at the school. Construction is actually ahead of schedule at this point; however, there may be supply back order issues due to the length of time the Ohio stay-at-home orders lasted. This calendar covers the students and school personnel who return after summer break. Students will begin school September 3, 2020 with the revised calendar.

SUPERINTENDENT RECOMMENDATION 46-20: Superintendent Schnipke recommended the Board approve the revised Marimor School Calendar as presented for the 2020-2021 school year.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.



Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

E. Accept Change Order Number 001, 002, & 003 with Westerheide Construction

There are three change orders for the Marimor School renovation project. They will all be covered by contingency funds that is appropriated.

Change order 001: Replace the insulation above the area being renovated. During demolition it was found that the existing insulation above the ceilings was is in poor condition. The total cost will not exceed \$1,987.44. This will also provide more efficiency in heating and air conditioning.

Change order 002: Change storefront door hardware from satin nickel finish chrome to dark bronze and remove existing wainscoting and skim coat the east wall which was not included in the original drawings. The total cost will not exceed \$2,578.00.

Chang order 003: Due to the discovery of a load-bearing beam during demolition that could not be altered, a roof drain needed relocated. Two windows added to two front offices to provide more natural light. Total cost will not exceed \$9,885.00.

SUPERINTENDENT RECOMMENDATION 47-20: Superintendent Schnipke recommended the Board approve the change orders as presented and recommended Superintendent Schnipke request the County Commissioners approve Change Orders 001, 002 and 003 with Westerheide Construction Company on the recommendation of Garmann-Miller & Associates. The total for these changes will not exceed \$15,000.00 and will be covered by contingency funds.

Mr. Stolly moved.

Mr. Garlock seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

F. Management Contracts

EMPLOYEE NAME	POSITION	MANAGEMENT CONTRACT TYPE
Barbara Blass	Director of Education & Early Intervention	1
Jeremie Boop	Technology Coordinator	1
Christine Calvelage	Human Resource Director	1
Melodie Conley	Service & Support Administration Director	1
Bethany Ernest	Service & Support Associate Supervisor	1
Shirley Evans	Investigative Agent	1
Jennifer Frail	Business Office Supervisor	1
Lisa Kirk	Accounting Clerk	1
Jana McVetta	Director of Quality & Support Services	1
Annette Miller	Administrative Assistant – School	1
Tim Richards	Maintenance Foreman	1
Kristy Schweingruber	Service & Support Associate Supervisor	1
Shelly Snyder	Service & Support Associate Supervisor	1
Rachael Staley	Early Childhood Supervisor	1
Sarah Troyer	Community Connections Specialist	1
Angela Wenger	Individual Support Services Coordinator	1
Cheryl Zimmerly	Medicaid Services Supervisor	1
Dean McCombs	Investigative Agent (P/T)	1
Morgan Rigali	Community Relations Coordinator (P/T)	1
Martha Nance	Director of Business	2

**SUPERINTENDENT RECOMMENDATION 48-20:** Superintendent Schnipke recommended that the Board approve the management contracts for exempt employees as presented.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Mr. Stolly, yes

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Ms. Montrose, yes

Mr. Fleming, yes

G. Amended Position Descriptions

A review of all the position descriptions was completed with performance reviews this year. There were a few with more significant changes, such as the Medicaid Services Supervisor and the Education & Transition Consultant. The Medicaid Services Supervisor will be effective on October 1 and will change to the Medicaid Services Manager, it was regraded and is adding many other duties as we continue the reorganization in the Quality & Support Services Department. With the changes we can begin interviewing for the replacement of the current Medicaid Services Supervisor this

summer. The Education & Transition Consultant title is changing to Transition Coordinator. We are removing almost all the young children duties and this employee will now focus on transition youth ages 13-25. This continues building a strong base in Employment First. This employee already completed many of the duties so it was a natural fit to make the changes.

Other position description changes were minor, such as adding cleaning vehicles to the custodial positions, adding FCFC Fiscal Agent to the Director of Business, adding nursing facility liaison to the Community Connections Specialist and adding ‘telework eligible’ to the Early Intervention employees.

Position Code	Title	Changes
AD-204	Accounting Clerk	Removed paying bills for Service Coordination/Central Coordination and added paying bills for Individual Support Services and Family and Children First Council. Added Educational Service Center, Early Intervention/Service Coordination, Tuition /Ed Aides to various school districts to Process monthly billings. Removed Serves as backup and provides assistance with Board Web Page maintenance.
CS-404	Administrative Assistant – School	Removed- Maintains the schedule of holidays and special events for the school security system. Removed – Files for the Director of Education and Early Intervention. Add – Trains and Assists Employees to use sound system/projector in gym. Adjust percentages accordingly.
SC-207	Administrative Assistant – Service and Support Administration/Business	Added accountability for vehicle calendars under the job scope. Added maintains SSA inventory under job accountabilities.
AD-203	Administrative Assistant – Superintendent	Removed – Serves on the Marketing committee. Added Prepares and distributes meeting minutes to Serves on Public Relations committee.
QS-306	Behavior Support Specialist	Changed Frequency of Performance from Frequently to Daily on two job accountabilities.
QS-315	Community Connections Specialist	Removed – Assists with the coordination and scheduling of a quarterly evening community meeting with the superintendent as needed. Added Serves as liaison with local Nursing Facilities and the intermediate Care Facility for Individuals with Intellectual Developmental Disabilities. Adjusted percentages accordingly.
AD-303	Community Relations Coordinator (P/T)	Added – Develops and distributes satisfaction surveys; tracks results, and shares results with appropriate audiences. Adjusted percentages.
MT-102A	Custodial Worker	Added – Clean and sanitize vehicles. Adjusted percentages accordingly.
MT-102B	Custodial Worker	Added – Clean and sanitize vehicles. Adjusted percentages accordingly.
MT-105	Custodial Worker (Substitute)	Added – Clean and sanitize vehicles. Adjusted percentage accordingly.
CS-302	Developmental Specialist	Made position telework eligible. Redefined normal work hours to match other Bachelor degree positions.

AD-502	Director of Business	Added - Prepare Budgets, Financial Statements and related reports for the Family and Children's First Council of Allen County, to keep the County Member Agencies and Commissioners apprised of current operations. Attend and lead Finance Committee meetings and attend other meetings as requested. Added vehicles to Oversee the procurement and operation of all equipment, vehicles and supplies necessary for the operation of the Board. Adjusted percentages accordingly. Removed - Participates in monthly Administrative meetings to address issues regarding waiver allocations, Medicaid enrollment, Medicaid increase/decrease, etc.
CS-304	Early Intervention Service Coordinator	Made position telework eligible. Redefined normal work hours to match other Bachelor degree positions.
SC-302	Intake/Support Services Coordinator	Under Level of Supervision added Service to Team input regarding Individual Service Plans and assessments. Added laptop to Equipment and Machines section.
SC-312	Intake/Support Services Coordinator - Child	Adjusted percentages on job accountabilities. Under Level of Supervision added Service to Team input regarding Individual Service Plans and assessments. Added laptop to Equipment and Machines section.
CS-306	Intervention Specialist	Adjusted percentages on Job Accountabilities. Added laptop to Equipment and Machines section.
CS-310	Intervention Specialist (Substitute)	Adjusted percentages on Job Accountabilities. Added laptop to Equipment and Machines section
MT-402	Maintenance Foreman	Added - Orders fuel as needed for the Board and Marimor Industries, Inc. Adjusted percentages accordingly.

QS-308	Medicaid Services Manager	Updated title to Manager instead of Supervisor. Updated Job Summary and Scope to include new job accountabilities. Added Coordinates the administration of all HCBS waiver programs and services. Added Serves as Provider liaison and other provider related duties. Added Oversees completion of waiting list assessments, DDP's, AAI's and other waiver-related assessments. Added supervision of Waiver Plan Specialist and oversees the ISP review process. Added Oversees schedule and completion of provider compliance reviews and serves as back up to Medicaid Services Specialist (P/T) for PAWS. Removed Completes tracking and management of all HCBS waiver slots. Removed Assists in review of plans to ensure fiscal accuracy. Removed Monitors utilization of waiver services. Removed Establishes and maintains communication with local DJFS to assist with waiver enrollment and Medicaid eligibility. Removed assists in monitoring and evaluation of all HCBS Waivers and assists Director of Business. Updated sections regarding decisions made independently and those which require approval. Updated Employees Supervised. Updated Required Certification and Experience along with adjusting job grade.
CS-312	Nurse	Changed Job Title to Nurse from School Nurse. Under Job Accountabilities added "and day" to Perform Quality Assessment Reviews in residential and day settings. Added ETR, Deaf/Blind to Prepares local, state and federal written reports (i.e. ETR, Deaf/Blind) and removed ORCLISH, MFE from example. Added CPR/First Aid as another possible training to Provides trainings to staff and students.
SC-406	Service and Support Administrator Director	Removed Individual Support Services Coordinator from Directly Supervises and changed the name of the Educational and Transitional Consultant to Transition Coordinator throughout the position description. Removed Individual Support Services job accountability and added Works with SSA staff to promote goals of Employment First in Allen County. Maintains knowledge of systems and resources for community employment. Participates in community groups that may add value to Employment First goals. Changed ACBDD to Board throughout the position description.
SC-305	Service and Support Associate	Changed Individual Plans (IPs) to Individual Service Plans (ISPs) throughout the position description. Moved – Documents all services in accordance with established Targeted Case Management (TCM) guidelines to a separate job accountability. Adjusted percentages accordingly. Added laptop to Equipment and Machines.
SC-307	Service and Support Associate Children	Changed Individual Plans (IPs) to Individual Service Plans (ISPs) throughout the position description. Moved – Documents all services in accordance with established Targeted Case Management (TCM) guidelines to a separate job accountability. Adjusted percentages

		accordingly. Added laptop to Equipment and Machines.
SC-402	Service and Support Associate Supervisor	Changed Individual Plans (IPs) to Individual Service Plans (ISPs) throughout the position description. Added laptop to Equipment and Machines.
CS-309	Speech/Language Therapist - EI	Made position telework eligible. Redefined normal work hours to match other Bachelor degree positions.
SC-311	Transition Coordinator	Changed Job Title from Educational & Transition Consultant to Transition Coordinator. Redefined Job summary. Added Serve as a transition liaison with the Board and local school districts. Broadened age range for transition activities from 14-18 to 13-25. Added laptop to Equipment and Machines. Removed Serve as Resident Educator mentor for ODE licensure. Expanded on other current job accountabilities.

SUPERINTENDENT RECOMMENDATION 49-20: Superintendent Schnipke recommended the Board approve the amended position descriptions.

Ms. Montrose moved.

Mr. Stolly seconded the motion.

Mr. Garlock, yes

Mrs. Hood, yes

Mrs. Lehman, yes

Ms. Montrose, yes

Mr. Stolly, yes

Mr. Fleming, yes

#### H. Approve Staff Inservice Budget

This year the all staff in-service will be held in either August or September. Details are not solidified due to the COVID19 restrictions; however, this will be the fifth year we will pair the inservice with a Staff Appreciation event. On this day we will present milestone service awards and two special awards, the Weinheimer Advocacy Award and the Commitment to Service Excellence Award. Lunch will be provided as this is a very full day with training and team building activities. Additionally, our United Way campaign will kick off at this event. For the past three years, the incentive offered was very successful for the campaign so we would like to repeat this endeavor.

SUPERINTENDENT RECOMMENDATION 50-20: Superintendent Schnipke recommended that the Board approve up to \$4,000.00 for the Staff Inservice Day, Service Awards, Special Awards and the United Way incentive.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

Mr. Garlock stated that the Staff Inservice Budget no longer needs approved by Board Resolution going forward.

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

I. Approval of Positive Behavior Support & Crisis Intervention Strategies Handbook

The Behavior Support Specialists updated the handbook used for teaching and training with all employees receiving behavior supports. It was created in July 2016 after the Board's transition away from Adult Services and Transportation. This handbook contains information on everything from trauma-informed care to what physical management techniques are permitted by Board employees. With this edition the Behavior Support Specialists have added three addendums on mental health v. behaviors, as well as, other considerations in care of others. The information on trauma-informed care was expanded.

SUPERINTENDENT RECOMMENDATION 51-20: Superintendent Schnipke recommended that the Board approve the revised June 2020 edition of the Allen County Board of Developmental Disabilities Positive Behavior Support Training & Crisis Intervention Techniques Handbook.

Mrs. Lehman moved.

Mr. Stolly seconded the motion.

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

J. Approval of the Emergency Operations Plan

Each year the Safety Committee Chair reviews the School Emergency Operations Plan that is required to be submitted to the Ohio Department of Education. Due to the complexity and thoroughness, we use this document as the Emergency Operations Plan for all Board facilities and operations. The changes this year include: removing a position no longer at the Board, changing Safety Committee members, adding an AED now located in the Administration building and enrollment numbers of students.

SUPERINTENDENT RECOMMENDATION 52-20: Superintendent Schnipke recommended that the Board approve the revised June 2020 edition of the Allen County Board of Developmental Disabilities School Emergency Operations Plan.

Mr. Garlock moved.

Ms. Montrose seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

K. Contract with the Board of County Commissioners for Early Intervention Service Coordination and Early Intervention Outreach Services

The Allen County Family and Children’s First Council (FCFC) is recommending the Allen County Board of Developmental Disabilities continue as the provider for Early Intervention Service Coordination services to children, birth to three years of age. The grant awarded for 2020-2021, on the State of Ohio fiscal year, is an increase of \$10,887.00. The total will be \$361,587.00. These funds include the role of outreach which the Early Intervention Supervisor provides by visiting local hospitals, and other activities, such as the Early Intervention Screenings.

SUPERINTENDENT RECOMMENDATION 53-20: Superintendent Schnipke recommended that the Board enter into a contract with the Allen County Board of Commissioners for the provision of Service Coordination and Outreach Services with anticipated revenue of \$361,587.00 Part C children through funds provided now by the Ohio Department of Developmental Disabilities.

Ms. Montrose moved.

Mr. Garlock seconded the motion.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

L. Contract with the Board of County Commissioners for Fiscal Services for the Allen County Family & Children First Council

The Allen County Family and Children’s First Council (FCFC) has elected to recommend the continuation of the Allen County Board of Developmental Disabilities as the Fiscal Agent for the Council. These duties are completed by the Business Office. The Director of Business is also a member of the Finance Committee for the Council. Reimbursement for these services is \$2,520.00

SUPERINTENDENT RECOMMENDATION 54-20: Superintendent Schnipke recommended the Board enter into a contract with the Allen County Board of Commissioners for the provision of Fiscal Agent services on behalf of the Allen County Family & Children First Council.

Mr. Stolly moved.

Ms. Montrose seconded the motion.

Mr. Garlock stated that this contract for fiscal agent for FCFC no longer needs to be approved by Board Resolution going forward.

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Fleming, yes



M. Contract with the Ohio Department of Developmental Disabilities

It is time to renew the contract with the Ohio Department of Developmental Disabilities for short term stabilization services at the Northwest Ohio Developmental Center (NODC), a division of the Ohio Department of Developmental Disabilities (DODD). On July 1 the new federal match percentage will be 36.52%. The per diem is now \$878.94. We will pay \$320.98 per day. We currently have one man at NODC. This will not be a short term placement due to his unique needs. Last year when we renewed this contract, we had two men in short term admission at NODC. For the fiscal year we have paid \$142,262.46 to date for these services. It appears for other admissions needed after July 1, the Board will pay from the first day of admission v. after 180 days as was the past agreement statewide.

SUPERINTENDENT RECOMMENDATION 55-20: Superintendent Schnipke recommended that the Board enter into the contract with the Ohio Department of Developmental Disabilities for short term stabilization services as needed at a developmental center. The Board approves the Superintendent may enter into these agreements, when needed, for an individual without Board action. The total amount of the contract is not known as it would depend on the number of admissions necessary; however, it will not exceed \$230,000 as budgeted.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

N. Approve the Application for continued Deaf & Hard of Hearing Developmental Services

Since 2016 our Board has contracted with the Ohio Department of Health to provide Deaf and Hard of Hearing services to children birth to age 3, as part of our Early Intervention program. In state fiscal year 2020, we were awarded up to \$79,860.00. The agreement is to provide services for five counties (Allen, Putnam, Mercer, Van Wert and Auglaize). For the first time since we have been involved, there will be no RFP, and we were automatically awarded a new contract for state fiscal year 2021 with the same award. This award more than covers the hours provided under the contract.

SUPERINTENDENT RECOMMENDATION 56-20: Superintendent Schnipke recommended that the Board enter into the contract with the Ohio Department of Disabilities to provide Early Intervention Services to children with deafness and hearing impairment needs. The contract period will be July 1, 2020- June 30, 2021.

Mr. Garlock moved.

Mrs. Hood seconded the motion.

Mrs. Hood, yes  
Mr. Stolly, yes

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

O. Create Position in Early Intervention

Since early 2020, we have contracted with the Allen County Educational Service Center (ESC) to provide substitute speech therapy services while the only Early Intervention Speech Therapist was on leave. This arrangement worked out well, and with our additional needs for children with speech delays, we had hoped to continue this contract with the ESC for part-time speech therapy. After many discussions and meetings over the past 2 weeks, we found it was not affordable to continue this relationship unless they had a substitute employee available. The need is for this employee to work 12 months, and their available therapists work 9 month schedules. After looking at the numbers, we can justify adding a full-time speech therapist with caseload numbers, and other changes in the budget. We had budgeted for a Developmental Specialist; however, we will replace that with a Speech Therapist.

SUPERINTENDENT RECOMMENDATION 57-20: The Superintendent recommends that the Board approve creating a Speech Therapist position.

Mr. Stolly moved.

Mrs. Lehman seconded the motion.

Mrs. Lehman, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mr. Fleming, yes

XII. Board Discussion: Bridget Gargan of the Ohio Association of County Boards provided training to the Board. She spoke about DODD 2020 Initiatives.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Stolly moved to adjourn the meeting at 5:55 p.m.

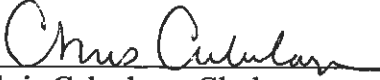
Ms. Montrose seconded the motion to adjourn.

Ms. Montrose, yes  
Mrs. Hood, yes

Mr. Stolly, yes  
Mrs. Lehman, yes

Mr. Garlock, yes  
Mr. Fleming, yes

Regular Board Meeting  
August 25, 2020  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

  
Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary