

January 25, 2022

- 03-22 Approval of Agenda
- 04-22 Approval of the minutes from the December 21, 2021 Regular Board Meeting
Approval of the following Inspection Report:
 - Tim Richards and Brandon Morman – Playground Safety Inspection
 - Bell Security, Inc. – Fire Alarm Inspection and Testing
 - Lime Fire Equipment Company– Annual Sprinkler System Inspection
 - Lima Fire Equipment Company – Kitchen Hood Inspection and TestingConcurrence with the Intradepartmental Transfers for December 2021
- 05-22 Approve Direct Service Contracts Involving Payment to Eligible Individuals or Immediate Family Member or Eligible Individual
- 06-22 Approve the Review of Ethics Matter Under ORC §5126.0221 and §5126.033 regarding Lead SSA – Melissa Weaver
- 07-22 Approve the Review of Ethics Matter Under ORC §5126.0212 and §5126.024 regarding Purchase of Agency Brochures and 2021 Annual Report
- 08-22 Approval of Financial Summary and Bills Paid for December 2021
- 09-22 Approval of the following Policy Actions:
 - Amend Policy 1.01 Mission, Vision, Core Values & Formation
 - Amend Policy 1.02 Authority for Establishing Board Policy
 - Amend Policy 1.03 Board Requirements
 - Review Policy 1.04 Board Organization
 - Amend Policy 1.05 Officers
 - Amend Policy 1.06 Meetings and Procedures
 - Amend Policy 1.07 Minutes of Proceedings
 - Review Policy 1.08 Committees and Ethics Council
 - Review Policy 1.09 Ethics Council and Grievance Procedures
 - Amend Policy 1.10 Power and Duties
 - Amend Policy 1.10 Board Code of Ethics

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Minutes

January 25, 2022

5:10 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, January 25, 2022 in room S120 at 2550 Ada Road. President Fleming called the meeting to order at 5:10 p.m. with the following roll call response:

Mr. Ty Butterfield, present	Mrs. Christina Hood, present	Mr. Chad King, present
Mrs. Linda Lehman, present	Mr. Bob McPheron, present	Ms. Phyllis Montrose, present
Mr. Thomas Fleming, present		

II. Focus

The mission of the Allen County Board of Developmental Disabilities is:

Supporting people through strong partnerships and high quality services.

The vision was read by Aumesha B. Aumesha loves to go by just the name “Mesha” and has received services from the Board since February 2009. Mesha is currently receiving services through Service and Support Administration. She is enrolled on a Level One Waiver, which funds 4 hours of weekly Homemaker/Personal Care Services from Goodwill Easter Seals and day services at Marimor Industries. Mesha has attended Marimor Industries for many years, and especially enjoys working in the Secure Shred department. Mesha spent most of her school career at Elida Mennonite Christian Day School. She attended Apollo’s Transitional program for dietary services her junior and senior year. Mesha greatly enjoyed volunteering at Mercy Health St. Rita’s in the cafeteria. Mesha loves to sing and is very talented. In fact, she was the winner of the 2019 Marimor Idol competition. Mesha is the reigning winner since there hasn’t been an Idol competition due to COVID 19. Mesha’s hobbies include shopping, movies, karaoke, going to church and reading. Mesha has a beautiful heart and always has a smile on her face. She is very outgoing and has many friends. Mesha enjoys getting involved in the activities facilitated by the Community Connections/Friends, Allies & Neighbors employees of the Board. Someday, Mesha would like to attend college classes at Rhodes State College.

The vision of the Allen County Board of Developmental Disabilities is:

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

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 03-22:

Ms. Montrose moved to approve the agenda.

Mrs. Lehman seconded the motion to approve the agenda.

Mrs. Hood, yes
Mr. McPheron, yes
Mr. Fleming, yes

Mr. King, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Butterfield, yes

IV. Correspondence

There were several items of correspondence this month. First, was a very nice thank you card from Marty Garlock. Second, there was a letter from Sarah Zimmerman, the Superintendent of the Sandusky County Board of Developmental Disabilities and last, was an online article and pictures from an event held with our Community Connections/Friends, Allies & Neighbors participants and OSU Lima social work students.

V. Hearing of the Public

VI. Staff Report

Rachael Staley, Early Intervention Director, gave an update on the Early Intervention program. She shared how the Primary Service Provider (PSP) model was implemented and the struggle with hiring qualified employees, or even contracting, for certain services at this time. Caseload numbers have risen steadily after July 2021. Rachael focused on how that impacts the important work the EI team does with newborns through children age three.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 04-22: Superintendent Schnipke recommended the Board consent to the following items:

- A. Approval of the minutes from the meeting held December 21, 2021.
- B. Accept Personnel Report
- C. Inspection Reports

Type: Playground Safety Inspection
Company: Tim Richards & Brandon Morman, Maintenance employees
Date: December 22, 2021
Scope: Playground Equipment
Results: No action noted on most equipment. There was standing water under We Go Swing and screws tightened on Metallophone. Canopies and cocoons removed and stored for winter.

Type: Fire Alarm Inspection and Testing
Company: Bell Security, Inc.
Date: December 19, 2021
Scope: Administration, School Building, Maintenance Garage & Marimor Industries
Results: All tests passed; however, S124 and M125 were locked and not accessible. This will be rescheduled for inspection.

Type: Annual Sprinkler System Inspection
Company: Lima Fire Equipment Company
Date: December 15, 2021
Scope: Administration, Maintenance Garage, Marimor Industries,
Results: No problems noted.

Type: Kitchen Hood Inspection & Testing
Company: Lima Fire Equipment Company
Date: December 15, 2021
Scope: Marimor School
Results: All in compliance. No Recommendations.

- D. Concurrence with the intradepartmental transfers for Allen County Board of Developmental Disabilities for December 2021.

Mrs. Hood moved.

Ms. Montrose seconded the motion.

Mr. King, yes
Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Lehman, yes
Mr. Butterfield, yes

Mr. McPheron, yes
Mrs. Hood, yes

VIII. Monthly Reports

- A. Superintendent Report – January 2022

B. Administrative

1. Early Intervention – December 2021
2. Community Support Services – December 2021
 - LODDI Meeting Minutes & Financials – October, November 2021
3. Human Resources – December 2021
 - Human Resources Newsletter – December 2021

IX. Old Business

X. Committee Reports

A. Ethics Council - Met on December 21, 2021

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

21-73	Mother	Individual Support Services	Reimbursement for Respite Care
21-74	Mother	Individual Support Services	Reimbursement for Adaptive Equipment
21-75	Grandmother/Guardian	Individual Support Services	Reimbursement for Respite Care

ETHICS COUNCIL RECOMMENDATION 05-22: The Ethics Council recommended and so moved that the Board approve the Direct Service Contracts Involving Payment to an Immediate Family Member of an Eligible, or to an Eligible Individual as presented. The Ethics Council so moved the Board certify this review has met all the conditions of §ORC 5126.03 and 5126.033.

Ms. Montrose moved.

Mrs. Hood seconded the motion.

Mrs. Lehman, yes

Mr. McPheron, yes

Ms. Montrose, yes

Mr. Butterfield, yes

Mrs. Hood, yes

Mr. King, yes

Mr. Fleming, yes

2. Review of Ethics matter under ORC §5126.0221 & ORC §5126.033

Lead Service and Support Associate (SSA) Melissa Weaver completed a Conflict of Interest form in accordance with Policy 5.20 Employee Code of Ethics. As part of this review SSA Weaver disclosed her husband, Chad Weaver, is now a part-time employee of Marimor Industries, Inc. (MII), a provider of Medicaid waivers and provider of such services in Allen County. Mr. Weaver is a driver for the Employment Services program. Due to this SSA Weaver’s employment as an SSA, specifically a lead SSA, was fully reviewed. SSA Weaver’s caseload does serve adults who utilize the services of Marimor Industries. She is not in a management position; however, she does provide mentoring and guidance to SSAs assigned to her team. SSA Weaver follows the rules set forth for Free Choice of Provider and would not assist individuals in any way to secure services through Mr. Weaver. Mr. Weaver would have no authority to attend team meetings or secure business for Marimor Industries, Inc. through the Free Choice process. All work related would only be handled by supervisory staff for each, Mr. Weaver and SSA Weaver.

ETHICS COUNCIL RECOMMENDATION 06-22: The Ethics Council so moved the Board has met all the conditions of ORC §5126.0221 & ORC §5126.033 and there is not an ethical conflict in the employment of Lead SSA Melissa Weaver and sufficient safeguards are in place to avoid any ethical conflict.

Ms. Montrose moved.

Mr. Butterfield seconded.

Mr. McPheron, yes
Mrs. Hood, yes
Mr. Fleming, yes

Ms. Montrose, yes
Mr. King, yes

Mr. Butterfield, yes
Mrs. Lehman, yes

3. Review of Ethics matter under ORC §5126.0212 and §5126.024

It is time to coordinate the graphic design and printing work for the 2021 annual report. Additionally, we are updating the agency brochures for the first time since 2016. In accordance with the declaration by Board members, and in line with past practice, three competitive quotes were received and reviewed. The lowest quote for the 2021 Annual Report was from ProForma Add-A Line for \$503.38 for 500 reports and for 200 agency brochures \$134.34.

ETHICS COUNCIL RECOMMENDATION 07-22: The Ethics Council recommended and so moved that the Board approve the expenditure to the lowest vendor, Proforma Add-a-Line, in accordance with ORC §5126.0212 and §5126.024 for the 2021 annual report graphic design & printing and to order new agency brochures from the vendor with the lowest quote.

Ms. Montrose moved.

Mrs. Lehman seconded the motion.

The following roll was called:

Ms. Montrose, yes
Mr. King, yes
Mr. Fleming, yes

Mr. Butterfield, yes
Mrs. Lehman, yes

Mrs. Hood, yes
Mr. McPheron, abstain

B. Finance Committee – Met on January 21, 2022

Mr. Butterfield reported that year-to-date revenue for 2021 was 1.3% over budget and expenditures for 2021 were 2.8% under budget. The General Operating Fund ended with 4% more in carryover than budgeted. The Finance Committee reviewed the COVID spreadsheet as well as the Staff Car Usage Report.

1. Approval of Financial Information & Bills paid for December 2021.

FINANCE COMMITTEE RECOMMENDATION 08-22: The Finance Committee recommended that the Board approve the Financial Summary and bills paid for December 2021.

Mr. Butterfield moved.

Mr. McPheron seconded the motion.

The following roll was called:

Mr. Butterfield, yes
Mrs. Lehman, yes
Mr. Fleming, abstain

Mrs. Hood, abstain
Mr. McPheron, yes

Mr. King, yes
Ms. Montrose, yes

C. Planning Committee

D. Policy Committee

Policy 1.01	Mission, Vision, Core Values & Formation
Policy 1.02	Authority for Establishing Board Policy
Policy 1.03	Board Requirements
Policy 1.04	Board Organization
Policy 1.05	Officers
Policy 1.06	Meetings and Procedures
Policy 1.07	Minutes of Proceedings
Policy 1.08	Committees and Ethics Council
Policy 1.09	Ethics Council and Grievance Procedures
Policy 1.10	Power and Duties
Policy 1.11	Board Code of Ethics

Policy 1.01	Updated the mission of the Board that changed in January 2021 and updated applicable statutes.
Policy 1.02	Deleted one statute. Punctuation errors were corrected.
Policy 1.03	Updated relevant statutes and listed separately for this revision. Updated relevant Policy number. Punctuation and grammar errors were corrected.
Policy 1.04	Reviewed only. No changes needed.
Policy 1.05	Changes in punctuation and the format of the duties for the Recording Secretary was changed to match the format used for the other officers.
Policy 1.06	One statute updated. Voting method was change from yeas or nays to I or same sign language.
Policy 1.07	Changes in punctuation only.
Policy 1.08	Reviewed only. No changes needed.
Policy 1.09	Reviewed only. No changes needed.
Policy 1.10	Updated statutes
Policy 1.11	Changes in punctuation and a spelling error on page 1 was corrected.

POLICY COMMITTEE RECOMMENDATION 09-22: The Policy Committee recommended the Board approve the amendments to Policy 1.01, Mission, Vision, Core Values & Formation, Policy 1.02 Authority for Establishing Board Policy, Policy 1.03 Board Requirements, Policy 1.05 Officers, Policy 1.06 Meetings, Policy 1.07 Minutes of Proceedings and Procedures and Policy 1.10 Power and Duties and Policy 1.11 Board Code of Ethics. All others were noted to have been reviewed with no revisions needed.

Mrs. Lehman moved.

Ms. Montrose seconded the motion.

Mrs. Hood, yes
Mr. McPheron, yes
Mr. Fleming, yes

Mr. King, yes
Ms. Montrose, yes

Mrs. Lehman, yes
Mr. Butterfield, yes

XI. New Business

XII. Board Discussion: Superintendent Schnipke reviewed the following items with the Board: Annual Review of Confidentiality & HIPAA, Code of Ethics, Eligibility Declaration, Board Member Responsibilities and Conflict of Interest Form.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. McPheron moved to adjourn the meeting at 6:19 p.m.


Mrs. Butterfield seconded the motion to adjourn.

Mr. King, yes
Ms. Montrose, yes
Mr. Fleming, yes

Mrs. Lehman, yes
Mr. Butterfield, yes

Mr. McPheron, yes
Mrs. Hood, yes

Organizational and Regular Board Meeting
February 22, 2022
Allen County Board of Developmental Disabilities
2550 Ada Road
Lima, OH 45801


Chris Calvelage, Clerk

Phyllis Montrose, Recording Secretary