

**Lucas County Board of Developmental Disabilities****October 20, 2015**

Place of Meeting: Administrative Services Building  
1154 Larc Lane, Toledo, Ohio

Time: 5:30 P.M.

Members Present: Mr. Mark Frye, President, presided  
Mr. Rick Henzler, Ms. Anna Khouri and Mr. Ron Volk

Members Absent: Dr. Jeanne Brockmyer, Ms. Linnie Willis and Mr. Ray Wood

**I. Call to Order/Welcome:**

Mr. Mark Frye, President, called the meeting to order at 5:31 p.m. Following roll call, the Board excused the absences of Dr. Jeanne Brockmyer, Ms. Linnie Willis and Mr. Ray Wood. Mr. Frye then introduced new Board member Mr. Ron Volk to the Board and audience. Mr. Volk is completing the term formerly filled by Mr. John O'Neil.

Mr. Frye welcomed all present and then opened the floor for public comments. There were none.

During the presentation of Special Recognition Awards, the Board recognized:

- A. Retirees Sandra Byrd with 28 years of service and Brian Williams with 17.5 years of service. Ms. Byrd was present to accept her plaque. Mr. Williams was unable to attend; his plaque will be forwarded to him.
- B. Lauren VanTress, Early Intervention Developmental Specialist, as the Staff Person of the Month for October 2015.

**II. Board Action Items:****A. Consent Agenda:**

Mr. Frye opened the floor to Board members and asked if there were any topics to be removed from the Consent Agenda and placed on the Topics for Board Discussion section. After hearing no topics be removed from the Consent Agenda, Mr. Henzler made a motion to approve the Consent Agenda dated October 20, 2015 as submitted. Seconded by Mr. Volk. Motion carried unanimously.

- 1. Board Meeting Minutes:

To approve the following meeting minutes as submitted:

- a) August 18, 2015
- b) September 15, 2015

2. Correspondence:

To approve the following correspondence as submitted:

- a) September 22, 2015 Correspondence from Director John Martin, DoDD
- b) September 22, 2015 Correspondence to Mr. Chris Monaghan, Northwest Ohio Labor Fest, Inc.
- c) September 23, 2015 Correspondence from the Congress of the United States
- d) October 1, 2015 Media Release from OACBDD
- e) October 1, 2015 Correspondence from Ms. Tonya Scherf, Camp Courageous & The Arc

3. Limited Contracts

There were no limited contracts for renewal this month and last month.

4. Contracts:

- a) Lucas County Department of Job & Family Services

To approve an agreement with Lucas County Department of Job & Family Services for the provision of on-site Eligibility Workers, for the term October 1, 2015 through September 30, 2016, for an amount not to exceed Thirty-Nine Thousand, One Hundred Ninety-Three Dollars and Forty-Four Cents (\$39,193.44).

- b) Lott Industries – “Bridges to Transition” Transition Specialist

To approve a Contract with Lott Industries Inc., for reimbursement of the costs of a Transition Specialist for the “Bridges to Transition” Project, effective October 1, 2015 through September 30, 2016, in an amount not to exceed Sixty-Seven Thousand, Nine Hundred Ninety-Six Dollars and Forty-Eight Cents (\$67,996.48).

5. Finance Department Purchase Order(s)

To approve the fourth quarter 2015 blanket purchase orders as attached to memo dated September 11, 2015.

6. 2016 Board Meeting Calendar

To approve the 2016 Board Meeting Calendar as proposed in the memorandum dated October 13, 2015.

7. 2016 Adult Options Calendar

To adopt the twelve (12) month Adult Options 2016 Calendar as recommended in the October 12, 2015 memo.

8. Policy Amendments

To approve the attached policy amendments as outlined in memo dated October 8, 2015.

9. Superintendent Professional Development Plan

To approve the Professional Development Plan for Superintendent Deb Yenrick as submitted with memo dated October 12, 2015.

10. Auditing Services Bids

To approve a three-year contract with Rehmann Robson for auditing services for the Lucas County Board of Developmental Disabilities for years 2015, 2016, and 2017 for a total cost not to exceed Twenty-Seven Thousand, Seven Hundred Dollars (\$27,700.00).

11. Lott Industries Amended Code of Regulations

To approve the Fifth Amended and Restated Code of Regulations of Lott Industries, Inc.

12. Lott Industries, Inc. Board Reappointment and Appointment

To approve the reappointment of Mr. Richard MacMillan for a second term, effective January 1, 2016 through December 31, 2018 and the appointment of Mr. John O'Neil for a first term, effective October 21, 2015 through October 20, 2018 to the Lott Industries, Inc. Board of Directors.

13. Larc Lane Center Roof Renovation – State Purchasing

To approve the purchase of fiberglass reinforced, SBS modified bitumen membrane and fiberglass reinforced self-adhering SBR modified base sheet through the State of Ohio Cooperative Purchasing Program to restore the Larc Lane Center roof at a cost not to exceed Twenty-Eight Thousand, Five Hundred Twenty-Six Dollars (\$28,526.00).

14. Approval of Positions

To approve the Provider Development Coordinator, Provider Training Coordinator, and the Provider Compliance Coordinator positions.

B. Topics Requiring Board Discussion:

1. Finance Reports

Ms. Hope Schang, Director of Business Operations, highlighted the financials for August and September 2015. After discussion, Mr. Volk made a motion to approve the Financial Reports for August and September 2015. Seconded by Ms. Khouri. Motion carried unanimously.

2. Resolutions and Vouchers

Ms. Schang highlighted the payment schedules for August and September 2015. After discussion, Mr. Henzler made a motion to approve the payment schedules for August and September 2015. Seconded by Ms. Khouri. Motion carried unanimously.

3. Mobile Workplace Policy

After brief discussion, Mr. Frye made a motion to approve the new Mobile Workforce Policy. Seconded by Mr. Volk. Motion carried unanimously.

III. Presentation: There was no formal presentation scheduled this month. Superintendent Yenrick reminded Board members of the two mandatory DoDD trainings.

At this time, The Barto Family was presented with the October 2015 Special Recognition Award.

IV. Program Priorities and Goals Update:

A. Management Letter: There was no Management Letter provided this month.

Superintendent Yenrick commented that Lott Industries had their planning retreat today, October 20, 2015. The Board should see a Business Plan coming soon.

B. Statistics/Metrics: August and September 2015 figures were provided.

C. Not-for-Profit Boards:

1. Lott Industries, Inc.: The September 2015 Lott Industries report was provided by Ms. Caren Taylor, Director of Adult Options.

2. Preferred Properties, Inc.: The September 2015 Executive Director's report was provided by Ms. Yvonda Bean, Executive Director.

- D. Supplemental Reports:
1. Public Hearing - A summary of the October 13<sup>th</sup>, 2015 Family and Advocate Forum/Public Hearing held at the Administration Building was provided.
  2. MUI Unit Report – A status of September 2015 MUI unit activities was provided. There were 77 MUIs filed in September 2015.
- V. Board Governance Matters:
- A. Board Member Comments/Questions/Assignments/Presentation: There were no comments this month.
- B. Policy Review: There were no new policies for review this month.
- C. Legislative Update: A status of legislative activities was provided in a memorandum dated October 6, 2015 prepared by Ms. Mary Anne Burns, Legal Counsel.
- D. Future Service Contracts: Per request of the Board, service contracts will be submitted one month in advance for review. Board action on the contracts in this section will be presented to the Board for approval at the November Board meeting.
- Superintendent Yenrick commented that the Lott Industries, Inc. annual contract is presented for review this month. Next month it will be up for review and approval. There will be an addendum attached to include costs that will be shifted over in 2016 as they start to become a provider and all costs associated with Hill.
- Additionally, the TARTA/TARPS contract is scheduled for review and approval next month. Superintendent Yenrick indicated there will be an extension through March 2016 to allow more time to assess the individuals using TARPS services. We are looking to remove 78 individuals from the enhanced services. There will be another group after that to be removed.
- E. Board Member Vacancy (Status): Mr. Ron Volk was formally appointed by the Probate Judge on October 19, 2015 to fill the vacancy created by the resignation of Mr. John O’Neil. The term expires on December 31, 2018.
- F. Annual Board Meeting: The Annual Board meeting has been scheduled on Monday, January 25<sup>th</sup>, 2016 at the Sullivan Center at Gesu School. Mr. Lon Mitchell requested that Board members give some thought to possible keynote speakers, and individuals or organizations to be recognized as Community Partners.

- G. Nominating Committee (appointment of): Ms. Khouri and Mr. Volk have volunteered to serve on the Nominating Committee.
- H. OACBDD Resolutions/Annual Delegate Assembly: The 2015 OACB Annual Convention is scheduled for December 2<sup>nd</sup> through December 4<sup>th</sup> at the Hilton-Easton Town Center in Columbus. The Delegate Assembly is scheduled for the evening on Wednesday, December 2<sup>nd</sup>. There were no delegate resolutions submitted prior to the deadline; however, delegate resolutions can be brought before the Delegate Assembly for consideration with a 2/3 vote of the delegates present. The Board will also need to appoint a delegate and/or alternate to the Assembly.

VI. Old Business:

There were no issues to come before the Board under Old Business.

Mr. Frye reminded the Board of the upcoming Civitan Voters forum on Thursday, October 29, 2015 at 6:00 p.m. at the Sanger Branch Library. Mr. Henzler reminded everyone of the Maumee Valley Civitan fundraisers.

Superintendent Yenrick distributed the 3<sup>rd</sup> quarter status of the 2015 Strategic Plan goals.

VII. Executive Session:

Mr. Frye made a motion to go into Executive Session at 6:00 p.m. to discuss Pending Litigation and Client Matters Required to be kept Confidential by Federal and State Law. Seconded by Mr. Henzler. Motion carried unanimously by roll call vote:

Dr. Jeanne Brockmyer - absent  
Mr. Mark Frye voted - yes  
Mr. Rick Henzler voted - yes  
Ms. Anna Khouri voted - yes  
Mr. Ron Volk voted - yes  
Ms. Linnie Willis - absent  
Mr. Ray Wood - absent

Motion by Mr. Frye to return to regular session at 6:30 p.m. following discussion of the above. Seconded by Mr. Volk. Motion carried unanimously by roll call vote:

Dr. Jeanne Brockmyer - absent  
Mr. Mark Frye voted - yes  
Mr. Rick Henzler voted - yes  
Ms. Anna Khouri voted - yes  
Mr. Ron Volk voted - yes  
Ms. Linnie Willis - absent  
Mr. Ray Wood - absent

VIII. New Business:

A. The Ethics Council Committee convened immediately after the Board meeting.

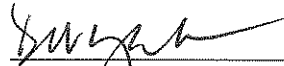
IX. Board Calendar of Events:

The next Board meeting is Tuesday, November 17<sup>th</sup>, 2015.

X. Adjournment:

Motion by Mr. Frye to adjourn at 6:31 p.m. Seconded by Mr. Henzler. Motion carried unanimously.

Respectfully submitted,

  
\_\_\_\_\_

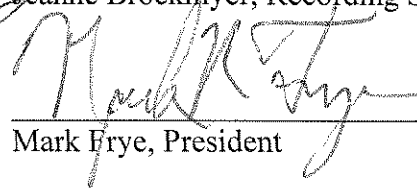
Deb Yenrick, Superintendent

Attest:

  
\_\_\_\_\_

Jeanne Brockmyer, Recording Secretary

Approved by:

  
\_\_\_\_\_

Mark Frye, President