

Lucas County Board of Developmental Disabilities

February 22, 2016

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, Mr. Ron Volk
and Mr. Ray Wood

Members Absent: Dr. Jeanne Brockmyer and Ms. Linnie Willis

Note: Preceding the Board meeting, the Board members participated in Board Training conducted by the LCBDD Speakers Bureau titled "Communication Skills for Systemic Change."

I. Call to Order/Welcome:

Mr. Mark Frye, President, called the meeting to order at 6:06 p.m. Following roll call, the Board excused the absences of Dr. Jeanne Brockmyer and Ms. Linnie Willis.

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 Ellis Raugh with 16 ½ years of service; Kelly Reed with 30 years of service and Mary Wilson with 35 years of service. Mr. Raugh was present to accept his award. Ms. Reed and Ms. Wilson were unable to attend; therefore their plaques will be forwarded to them.
- B. Travis Foster with the February 2016 Special Recognition Award. Mr. Foster was unable to attend; therefore his plaque will be forwarded to him.
- C. Ken Sutton, Skills Coach at the Holland Adult Services Center, as the Staff Person of the Month for February 2016.

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. Mr. Frye removed items II.A.9 Security Bids and II.A.8. Approval of Positions.

After hearing no other topics be removed from the Consent Agenda, Mr. Volk made a motion to approve the Consent Agenda dated February 22, 2016 as submitted. Seconded by Mr. Henzler. Motion carried unanimously.

1. January 25, 2016 Annual Meeting Minutes

To approve the January 25, 2016 Annual Meeting Minutes as submitted.

2. Correspondence:

To approve the following correspondence as submitted.

- a) December 16, 2015 Correspondence from Ms. Yvonda Bean, Preferred Properties, Inc.
- b) Thank you card from Mr. and Mrs. Dick Ketteman

3. Limited Employment Contracts

There were no limited contracts for renewal this month.

4. Contracts:

- a) Computer Software Licensing Agreement for Gatekeeper: To approve the Gatekeeper annual software license agreement renewal effective March 1, 2016 through February 29, 2017 with Primary Solutions, Inc., at a cost not to exceed Fifty-Seven Thousand, Six Hundred Sixty Dollars (\$57,660.00).

5. OACB Membership Fees

To approve payment to the Ohio Association of County Boards (OACB) in the amount of \$75,000.00 for calendar year 2016 membership dues.

6. Code of Ethics

To approve the "Code of Ethics for the Lucas County Board of Developmental Disabilities."

7. Finance Department Purchase Order

To approve the 2016 blanket purchase orders as stated in memo dated January 22, 2016.

8. Approval of Positions

Topic was removed from Consent Agenda and placed in Section B. Topics Requiring Board Discussion.

9. Security Bids

Topic was removed from Consent Agenda and placed in Section B. Topics Requiring Board Discussion.

B. Topics Requiring Board Discussion:

1. Finance Reports

Ms. Hope Schang, Director of Business Operations, highlighted the financials for December 2015. After discussion, Mr. Wood made a motion to approve the Financial Report for December 2015. Seconded by Mr. Volk. Motion carried unanimously.

Ms. Schang then highlighted the financials for January 2016. After discussion, Mr. Henzler made a motion to approve the Financial Report for January 2016. Seconded by Mr. Wood. Motion carried unanimously.

2. Resolutions and Vouchers

Ms. Schang highlighted the payment schedules for December 2015 and January 2016. A "revised" last page for the December payment schedule was submitted to reflect \$25.00 returned check correction fee. After discussion, Mr. Wood made a motion to approve the payment schedules for December 2015 and January 2016. Seconded by Mr. Volk. Motion carried unanimously.

3. Approval of Positions

Mr. Frye made a motion to approve the following new positions: Maintenance Technician; Production and Quality Coordinator Assistant; and Service and Support Clerk. Seconded by Mr. Wood for discussion.

Mr. Henzler asked about the Production and Quality Coordinator Assistant. Superintendent Yenrick indicated that the position was created to assist with business needs. The goal will be to fill the new positions with internal candidates. After discussion, the motion carried unanimously.

4. Security Bids

Results of the bid opening for security features to be installed at the Board facilities were distributed. Mr. Frye made a motion to award a contract to Stewart's Security Service for vestibule access controls with video intercom and door releases to be installed at the Administration Building, Larc Lane Center, Hill ASC, and Holland ASC, in an amount not to exceed Twenty-Eight Thousand, Two Hundred Forty-One Dollars (\$28,241.00). Seconded by Mr. Wood for discussion.

Mr. Nick Bruno, Capital Projects Manager, provided the history of the Security project. After discussion, the motion carried unanimously.

III. Presentation: There was no formal presentation scheduled this month.

IV. Program Priorities and Goals Update:

- A. Management Letter: Superintendent Yenrick highlighted the Management Letter.
- B. Statistics/Metrics: December 2015 and January 2016 figures were provided. Superintendent Yenrick indicated that the Board has met the DoDD approved benchmarks for 2016.
- C. Not-for-Profit Boards:
 - 1. Lott Industries, Inc.: A status of Lott Industries and Adult Options Department activities was provided in a report dated February 10, 2016 by Mr. Tim Menke, Chief Executive Officer and Ms. Caren Taylor, Director of Adult Options.
 - 2. Preferred Properties, Inc.: The January 2016 Executive Director's report was provided by Ms. Yvonda Bean, Executive Director along with the Preferred Properties November 19, 2015 and December 17, 2015 Board Meeting Minutes.
- D. Supplemental Reports:
 - 1. Family and Advocate Forum Summary – A summary of the February 9th, 2016, Family and Advocate Forum held at the Administration Building was provided.
 - 2. MUI Unit Report – A status of December 2015 and January 2016 MUI unit activities was provided. There were 77 MUIs filed in December 2015 and 98 MUIs filed in January 2016.
 - 3. EEO Report (Semi-Annual Report) – There is no under-representation for all minorities and women as noted in the report dated February 2016.
 - 4. Transportation Alcohol & Drug Abuse Prevention Program (Annual Report) – The 2015 Annual Summary dated February 9, 2016 was provided.

V. Board Governance Matters:

- A. Board Member Comments/Questions/Assignments/Presentations: 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 February 11, 2016 prepared by Ms. Mary Anne Burns, Legal Counsel.

Ms. Burns indicated that there will be more information coming from OACBDD regarding ABLÉ account and structure.
- D. Future Service Contracts: There were no contracts for Board review this month.
- E. Board Membership Profile: Superintendent Yenrick profiled Board member tenure status in a memorandum dated February 16, 2016.
- F. Annual Report to the Community (first draft): The Board reviewed the first draft of the Annual Report. The Annual Report is scheduled for publication next month.
- G. CARF Update: The Commission on Accreditation of Rehabilitation Facilities (CARF) International awarded the Lucas County Board of DD a three-year accreditation which is the highest CARF accreditation achievement.

VI. Old Business

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

VII. Executive Session:

There was no Executive Session this month.

VIII. New Business:

The Ethics Council convened immediately after the Board meeting.

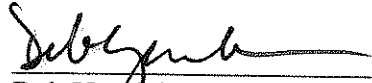
IX. Board Calendar of Events:

The next Board meeting is Monday, March 28th, 2016.

X. Adjournment:

Motion by Mr. Henzler to adjourn at 6:39 p.m. Seconded by Mr. Wood. Motion carried unanimously.

Respectfully submitted,



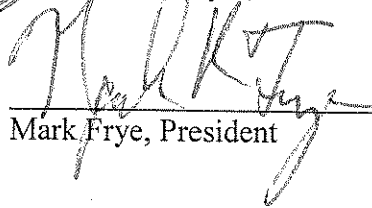
Deb Yerrack, Superintendent

Attest:



Jeanne Brockmyer, Recording Secretary

Approved by:



Mark Frye, President