

**Lucas County Board of Developmental Disabilities****February 27, 2017**

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. Scott  
Noonan and Ms. Linnie Willis

Members Absent: Dr. Jeanne Brockmyer and Mr. Ron Volk

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

Mr. Mark Frye, President, called the meeting to order at 5:32 p.m. Following roll call, the Board excused the absences of Dr. Jeanne Brockmyer and Mr. Ron Volk.

Mr. Frye then introduced new Board member Mr. Scott Noonan to the Board and audience. Mr. Noonan is completing the term formerly filled by Mr. Ray Wood.

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 Mick Collins (30 years of service); Denise Griffin (24 years of service); Pat Haag (31 years of service); Merry Beth Kutz (18 years of service); Lisa Smith (25 years of service); Pat Tovar (36 years of service); and Deb Yount (27 years of service). Ms. Griffin was present to accept her award. Several others were unable to attend; therefore their plaques will be forwarded to them.
- B. Sisters in Shelter who are sponsored by Sisters of St. Francis for their outreach efforts in helping women with intellectual disabilities work to escape human trafficking.
- C. Amy Kryspin with the February 2017 Special Recognition Award.
- D. Molly Montgomery, Job Coach in Employment Connections, as the Staff Person of the Month for February 2017.

## 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 February 27, 2017 as submitted. Seconded by Ms. Khouri. Motion carried unanimously.

1. January 23, 2017 Annual Meeting Minutes

To approve the January 23, 2017 Annual Meeting Minutes as submitted.

2. Correspondence:

To approve the following correspondence as submitted:

- a) December 13, 2016 Lucas County Commissioners Resolution No. 16-1024
- b) January 31, 2017 Lucas County Commissioners Resolution No. 17-86
- c) January 31, 2017 Correspondence from Ms. Kendra Smith, Preferred Properties, Inc.
- d) Thank You Note from Ms. Joretta Akpan and Ashleigh Gross
- e) New OACB Advocacy Philosophy
- f) OACB Strategic Plan 2017-2019
- g) OACB 2016 Year-In-Review: Highlights of Major Accomplishments
- h) OACB Summary of 131<sup>st</sup> Ohio General Assembly, Lame Duck Bill Listing and Analysis

3. Limited Employment Contracts

To approved the limited contract for Rebecca Woody, Administrative Assistant from 3/11/17 to 3/10/19.

4. Contracts:

- a) Computer Software Licensing Agreement for Gatekeeper

To approve the "Gatekeeper" annual software license agreement renewal, effective March 1, 2017 through February 28, 2018, with Primary Solutions, Inc., at a cost not to exceed Sixty-Two Thousand, Eight Hundred Eighty-Two dollars (\$62,882.00).

b) Anne Grady Services: Prescribed Pediatric Center

To approve an amendment to the Service Contract with Anne Grady Day Program, for operation of the Prescribed Pediatric Center, to extend its amended term an additional six months from February 28, 2017 until August 31, 2017, and to correspondingly increase the maximum amount of the Service Contract by \$112,500.00 from \$337,500.00 as amended to a new maximum amount of \$450,000.00.

c) Lease Agreement for Employment Connections

To approve a 3-year commercial lease with Pyramid Real Estate, LLC, for lease of space at 2121 S. Reynolds Road, Suites C & D, at an annual cost not to exceed Twenty-Seven Thousand Dollars (\$27,000.00) for rent (\$6.25 per square foot) and building operating expenses (\$2.75 per square foot).

5. OACB Membership Fees

To approve payment to the Ohio Association of County Boards of (OACB) in the amount of \$75,000.00 for calendar year 2017 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 2017 blanket purchase orders as stated in February 14, 2017 Memorandum.

B. Topics Requiring Board Discussion:

1. Finance Reports

Ms. Kim Shankleton, Assistant Director of Business Operations, highlighted the financials for December 2016. After discussion, Ms. Khouri made a motion to approve the Financial Report for December 2016. Seconded by Mr. Henzler. Motion carried unanimously.

Ms. Shankleton then highlighted the financials for January 2017. After discussion, Mr. Henzler made a motion to approve the Financial Report for January 2017. Seconded by Mr. Noonan. Motion carried unanimously.

2. Resolutions and Vouchers

Ms. Shankleton highlighted the payment schedules for December 2016 and January 2017. After discussion, Mr. Frye made a motion to approve the payment schedules for December 2016 and January 2017. Seconded by Mr. Henzler. 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: Metrics were unavailable this month. Employment Connections and Provider Training Updates were provided.

C. Not-for-Profit Boards:

1. Lott Industries, Inc.: A status of Shared Lives Studio activities was provided in reports dated January 2017 and February 2017.

2. Preferred Properties, Inc.: The December 2016 and January 2017 Executive Director's reports were provided by Ms. Kendra Smith, Executive Director along with the Preferred Properties December 15, 2016 and January 19, 2017 Board Meeting Minutes.

D. Supplemental Reports:

1. Family and Advocate Forum Summary – A summary of the February 14, 2017 Family and Advocate Forum held at the Administration Building was provided.

2. MUI Unit Report – A status of December 2016 and January 2017 MUI unit activities was provided. There were 76 MUIs filed in December 2016 and 89 MUIs filed in January 2017.

3. EEO Report (Annual Report) – There is no under-representation for all minorities and women in 2016 as noted in the report dated February 2017.

4. Transportation Alcohol & Drug Abuse Prevention Program (Annual Report) – The 2016 Annual Summary dated February 17, 2017 was provided.

V. Board Governance Matters:

A. Board Member Comments/Questions/Assignments/Presentations: Mr. Henzler asked about the financial status of Shared Lives Studio. Ms. Caren Taylor,

Director of Adult Options, indicated that she will follow-up with Mr. Tim Menke, Chief Executive Officer for Lott Industries. An update will be provided at the March Board meeting.

- 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 15, 2017 prepared by Ms. Mary Anne Burns, Legal Counsel.
- 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.

VI. Old Business

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

VII. Executive Session:

Mr. Frye made a motion to go into Executive Session at 6:00 p.m. to discuss Pending Litigation and Confidential Client Matters. 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. Scott Noonan voted - yes  
Mr. Ron Volk - absent  
Ms. Linnie Willis voted - yes

Motion by Mr. Frye to return to regular session at 6:33 p.m. following discussion of the above. 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. Scott Noonan voted - yes  
Mr. Ron Volk - absent  
Ms. Linnie Willis voted - yes

VIII. New Business:

The Ethics Council convened immediately after the Board meeting.

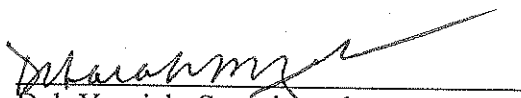
IX. Board Calendar of Events:

The next Board meeting is Monday, March 27, 2017.

X. Adjournment:

Motion by Ms. Willis to adjourn at 6:34 p.m. Seconded by Mr. Henzler. Motion carried unanimously.


Respectfully submitted,

  
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Deb Yenrick, Superintendent

Attest:

  
\_\_\_\_\_  
Jeanne Brockmyer, Recording Secretary

Approved by:

  
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Mark Frye, President