

Lucas County Board of Developmental Disabilities

January 27, 2020

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

Time: 5:30 P.M.

Members Present: Mr. Mark Frye, President, presided  
Dr. Jeanne Brockmyer, Mr. Rick Henzler, Mr. Scott Noonan, Dr. Eileen Quinn, Mr. Ron Volk and Ms. Linnie Willis

Members Absent: n/a

I. Call to Order/Welcome:

Judge Puffenberger administered the Oath of Office to Board members. Judge Puffenberger thanked Board Members for their service. Mr. Frye, President, thanked Judge Puffenberger.

Mr. Frye called the meeting to order at 5:33 p.m. Mr. Frye then welcomed everyone and opened the floor for public comments. There were no public comments.

At this time, Mr. Frye made a motion to approve the slate of officers for 2020 as follows:

President: Mr. Rick Henzler  
 Vice-President: Mr. Ron Volk  
 Recording Secretary: Mrs. Linnie Willis

Seconded by Dr. Brockmyer. Motion carried unanimously.

Mr. Henzler, President, took over the meeting. He thanked Mr. Frye for his service and work as the Board's President over the last six years.

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

- A. Donise Woodard, Early Intervention Developmental Specialist, as the January, 2020 Staff Person of the Month. Ms. Woodard was present to accept her recognition award.
- B. Harbor's Special Recognition was deferred to next month.

II. Board Action Items:

- A. Consent Agenda:

Mr. Henzler 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. Noonan requested that Topic II.A.4.b) Consultant Agreement be removed from the Consent Agenda. Mr. Henzler removed topic II.A.9. Request by Toledo-Lucas County Commission on Disabilities for Rule Change.

After hearing no additional topics be removed from the Consent Agenda, Mr. Volk made a motion to approve the Consent Agenda dated January 27, 2020 as amended. Seconded by Mrs. Willis. Motion carried unanimously.

1. December 16, 2019 Board Meeting Minutes

To approve the December 16, 2019 Board Meeting Minutes as submitted.

2. There is no correspondence.

3. Limited Employment Contracts

There are no limited employment contracts for renewal this month.

4. Service Contracts:

- a) Audit and Optimization Agreement: The BAZ Group, Inc. - To approve payment to the BAZ Group, Inc. in the amount of Twenty-Seven Thousand, Six Hundred Ninety-Nine Dollars and Forty-Four Cents (\$27,699.44).

- b) Consultant Agreement – Topic was removed from Consent Agenda and placed in Section II.B topics requiring Board Discussion.

5. Ethics Council Recommendation

To accept the Ethics Council recommendation as noted in its minutes of December 16, 2019.

6. OACB Membership Fees

To approve payment to the Ohio Association of County Boards (OACB) in the amount of \$77,250.00 for calendar year 2020 membership dues.

7. LCBDD Board Member Code of Ethics

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

8. Annual Plan Resolution

To approve the attached Annual Plan.

9. Request by Toledo-Lucas County Commission on Disabilities for Rule Change

Topic was removed from Consent Agenda and placed in Section II.B topics requiring Board Discussion.

B. Topics Requiring Board Discussion:

1. Election of Officers **(Board Motion)**

The election of officers was completed at the beginning of the meeting.

2. Appointment of Ethics Council **(Board Motion)**

Mr. Frye made a motion to appoint to the Board's Ethics Council for 2020: Mr. Ron Volk, Ms. Linnie Willis and Dr. Eileen Quinn. Seconded by Ms. Willis. Motion carried unanimously.

3. Finance Report **(Board Motion)**

Ms. Kim Shankleton, Director of Business Operations, highlighted the financials for December, 2019. After discussion, Dr. Brockmyer made a motion to approve the Financial Report for December, 2019. Seconded by Mr. Noonan. Motion carried unanimously.

4. Resolutions and Vouchers **(Board Motion)**

Ms. Shankleton highlighted the payment schedules for December, 2019. After discussion, Mr. Volk made a motion to approve the payment schedules for December, 2019. Seconded by Mr. Noonan. Motion carried unanimously.

5. Consultant Agreement **(Board Motion)**

Mr. Noonan questioned the outsourcing rather than going inside to hire someone for those duties. He also expressed concern that there may be a conflict of interest with this consultant because of the relation of the person to OACB (Ohio Association of County Boards). He would like to have the possible conflict of interest issue researched.

Superintendent Mariucci indicated that this is a temporary position. There are many projects going on in the Finance Department such as the

Auditor's conversion to the new Oracle system as well as the Cost Report was pulled ahead of schedule, timing was moved to June from July.

We have done this in the past when John Frederick the Director of Finance left. There are just too many projects going on to not have the proper coverage. The auditors are also coming in next week. For continuity of services we need someone well-versed in the County Board system to assist the Finance Department. This would be until we can get the vacant position filled.

This is a high-level position which requires certification. With the unemployment rate of 3.9% in Toledo, it is going to take some time to fill this position which could take a minimum of 90 days, if not longer.

Mr. Noonan asked why was the September 30<sup>th</sup> expiration date chosen? Is that when we expect our auditing items to conclude at that point? Superintendent Mariucci indicated that auditors seem to be ongoing. Ms. Kim Shankleton, Director of Business Operations, would have to provide the timeframe. The Cost Report and Budgets are due this summer. With the consultant, it would help with onboarding time as it would not take as long and assist with the transition.

Mr. Noonan asked if there was an attempt to get additional quotes? Superintendent Mariucci confirmed that Board policy was followed and she had solicited several quotes. Timing seemed to be an issue for a couple of the vendors.

Superintendent Mariucci indicated the materials are available at request.

Mr. Frye asked about the conflict of interest. Ms. Mary Anne Burns, Legal Counsel, indicated that County Boards have used OACB as consultants in the past. Before the contract is processed, Superintendent Mariucci and Ms. Burns will review the Ohio Revised Code to determine whether a conflict of interest exists.

After discussion, Mr. Henzler made a motion to approve a Service Agreement with Nineteen Services, Inc. to provide financial consulting services for the period February 3, 2020 through September 30, 2020, at a cost not to exceed Forty-Eight Thousand Dollars (\$48,000.00) provided there is no conflict of interest. Seconded by Mr. Frye. Motion carried unanimously.

6. Request by Toledo-Lucas County Commission on Disabilities for Rule Change

The item was removed from the consent agenda as there are two Board Members who serve on the Toledo-Lucas County Commission on Disabilities. After discussion, Mr. Henzler made a motion to endorse the Rule Change to the Ohio Building Code for Parking Curb Cuts requested by The Toledo-Lucas County Commission on Disabilities. Seconded by Ms. Willis. Motion carried. Mr. Volk and Mr. Noonan abstained.

III. Presentation:

There was no formal presentation scheduled this month.

IV. Program Priorities and Goals Update:

- A. Management Letter: Superintendent Lori Mariucci highlighted the Management Letter.
- B. Statistics/Metrics: December 2019 figures were provided in the Metrics Report dated January 22, 2020.
- C. Provider Community:
  - 1. Provider Partnership Collaborative: The next meeting is Thursday, February 27<sup>th</sup>, 2020.
  - 2. Preferred Properties, Inc.: The Executive Director report for December 2019 was provided by Ms. Cheryl Wilson.
- D. Supplemental Reports:
  - 1. MUI Unit Report – A status of December 2019 MUI unit activities were provided. There were 64 MUIs filed in December 2019.
  - 2. Community Travel Safety (Annual Report) – The annual Community Travel Training report was provided.
  - 3. EEO Report (Annual Report) – The 2019 Annual Affirmative Action Report was provided. There is no under-representation for all minorities and women in 2019 as noted in the report dated January 2020.

V. Board Governance Matters:

- A. Board Member Comments/Questions/Assignments/Presentations: Mr. Volk asked if there were any issues with the Go Concepts conversion? Ms. Michele

Myerholtz, Assistant Superintendent, indicated that there is still a little bit of transition. It is a matter of people leaving their computers in the correct mode at the end of the work day so that everything can load up properly. Some mailboxes were quite large so there were some computers that took longer to transfer over.

Go Concepts has been very receptive, friendly and all about good customer service.

Mr. Henzler asked how is the Auditor's conversion to Oracle Cloud going? Ms. Shankleton indicated that Oracle is a great system. It makes things faster and better. While it's great for the Auditor's office, our Finance is working through some kinks. There may be some policy changes.

Ms. Burns shared that families with contracts will need to register themselves online in the new Oracle system to get reimbursed which may be challenging for some of our families. To accommodate families, Ms. Shankleton has requested that someone in Finance work as a delegate to assist families with setting up online accounts.

Mr. Frye asked if there was any progress on filling positions? Ms. Jillian Harris, Director of Human Resources, indicated that it is a little difficult to gage at this point because at the beginning of the year, departments put in requests for additional positions. The Human Resources Department has taken a different approach in recruiting efforts and looking at different ways to recruit. There are also staff totally dedicated to recruitment.

- B. Legislative Update: A status of legislative activities was provided in a memorandum dated December 9, 2019 prepared by Ms. Mary Anne Burns, Legal Counsel.
- C. Future Service Contracts: Per request of the Board, service contracts will be submitted one month in advance for review. There were no contracts requiring Board review this month.
- D. Annual Board Meeting: The Annual Board meeting has been scheduled on Monday, April 27, 2020 in the Training Center at the Larc Lane Center. Mr. Henzler reminded Board members to give some thought to a keynote speaker and individuals or organizations to be recognized as Community Partners.
- E. 2020 Strategic Plan Update: Superintendent Mariucci provided an updated Table of Organization for the Board.

## VI. Old Business

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

VII. Board Calendar of Events:

- A. Sunday, February 9, 2020 - CommUNITY Film Festival @ 2:00 p.m. at The Maumee Indoor Theater
- B. Monday, February 17, 2020 - Presidents' Day Holiday - Facilities Closed
- C. Monday, February 24, 2020 - LCBDD Board Meeting @ 5:30 p.m. at the Administrative Building
- D. Monday, April 27, 2020 – Annual Meeting @ 6:00 p.m. at Larc Lane Center

VIII. Executive Session:

Mr. Henzler made a motion to go into Executive Session at 6:09 p.m. to discuss Pending Litigation and Confidential Client Matters. Seconded by Mr. Frye. Motion carried unanimously by roll call vote:

Dr. Jeanne Brockmyer voted - yes  
Mr. Mark Frye voted - yes  
Mr. Rick Henzler voted - yes  
Mr. Scott Noonan voted - yes  
Dr. Eileen Quinn voted - yes  
Mr. Ron Volk voted - yes  
Ms. Linnie Willis voted - yes

Motion by Mr. Henzler to return to regular session at 6:26 p.m. following discussion of the above. Seconded by Dr. Brockmyer. Motion carried unanimously by roll call vote:

Dr. Jeanne Brockmyer voted - yes  
Mr. Mark Frye voted - yes  
Mr. Rick Henzler voted - yes  
Mr. Scott Noonan voted - yes  
Dr. Eileen Quinn voted - yes  
Mr. Ron Volk voted - yes  
Ms. Linnie Willis voted - yes

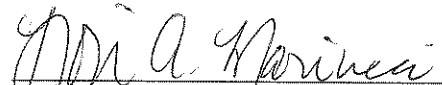
IX. New Business:

- A. There was no action taken after the Executive Session.

X. Adjournment:

Motion by Mr. Frye to adjourn at 6:26 p.m. Seconded by Mr. Volk. Motion carried unanimously.


Respectfully submitted,

  
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Eri A. Mariucci, Superintendent

Attest:

\_\_\_\_\_  
Linnie Willis, Recording Secretary

Approved by:

  
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Rick Henzler, President