

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

**Board Meeting Agenda  
February 21, 2018**

- I. Ethics Council: 5:55 P.M.**
- II. Call to Order and Roll Call**
  - a. Roll Call 2017 Board
  - b. Approval of January 17, 2018 Meeting Minutes
  - c. Approval of Donations
  - d. Confirmation of Personnel Actions
  - e. Resolution of Appreciation – Valerie Simpson
- III. Financial**
  - a. Financial Statement Review (All Funds)
  - b. Ethics Council Recommendations
  - c. Financial Transactions and Voucher Approvals
- IV. Board Status Reports**
- V. Program Reports**
- VI. New Business**
  - a. Approvals:
    - i. Board Policy - Independent Provider Overtime Rule
    - ii. Board Policy – Outside Employment
    - iii. Records and Retention Update
  - b. Issues
    - i. Board Member Training Topics
    - ii. Save the Date – Ohio SIBS (Kristin Dailey)
- VII. General Announcements**
- VIII. Other Business – comments from the floor**
- IX. Executive Session:** pursuant to ORC 121.22(G)(1) To consider the appointment, employment, ... or compensation of a public employee or official
- X. Adjournment**

***Next Board Meeting: March 21, 2018***

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**February 21, 2018 Bd. Meeting**

**Roll Call: 2018 Board**

Mr. Jackson:	<i>Present</i>	<i>Absent</i>	Mr. Miller:	<i>Present</i>	<i>Absent</i>
Ms. Janson:	<i>Present</i>	<i>Absent</i>	Dr. Schmidt:	<i>Present</i>	<i>Absent</i>
Mr. Sarna:	<i>Present</i>	<i>Absent</i>	Mr. Suttell:	<i>Present</i>	<i>Absent</i>
Ms. Dailey:	<i>Present</i>	<i>Absent</i>			

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BOARD PRESIDENT, 2/21/18

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**Resolution: 18-10(A)**

BE IT RESOLVED to approve the attached minutes for the January 17, 2018 Board Meeting.

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

Mr. Jackson:      Yes    No    *Abstain*  
Ms. Janson:        Yes    No    *Abstain*  
Mr. Sarna:         Yes    No    *Abstain*  
Ms. Dailey:        Yes    No    *Abstain*

Mr. Miller:        Yes    No    *Abstain*  
Dr. Schmidt:      Yes    No    *Abstain*  
Mr. Suttell:        Yes    No    *Abstain*

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BOARD PRESIDENT, 2/21/18

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

**BOARD MINUTES**

**January 17, 2018**

**Board Members Present**

Dennis Schmidt  
Mark Jackson  
Martin Miller  
Kristin Dailey  
Mark Sarna  
Richard Suttel

**Administration**

Donald Rice  
John Bonko  
Tami Setlock  
Michelle Hawthorne  
Connie Scanlon  
Megan Thirion

**Board Members Absent**

Laura Janson

***I. ETHICS COUNCIL: 5:55 P.M.***

The Board reviewed the attached listing of direct payments to affected persons in the financial transactions for December 2017.

***II. CALL TO ORDER: 6:00 P.M.:***

***a. Roll Call: 2017 Board***

A call of the roll indicated that all Board Members were present except Ms. Janson. There being a quorum present, Dr. Schmidt, President of the Board, called the meeting to order.

***b. Approval of the Minutes:***

Ms. Scanlon introduced Resolution 17-78(A) approving the minutes for the December 20, 2017 meeting. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

***c. Adjournment of 2016 Board***

There being no further business, Dr. Schmidt adjourned the 2017 Board.

***d. Roll Call: 2018 Board***

A call of the roll indicated that all Board Members were present. There being a quorum present, Dr. Schmidt, called the meeting to order.

***e. Election of Officers:***

Ms. Scanlon introduced Resolution 18-01(A) electing the slate of officers for 2018. Mark Jackson was elected President, Laura Janson was elected Vice President, and Mark Sarna was elected Recording Secretary. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

***g. Board Committee: Ethics***

Ms. Scanlon introduced Resolution 18-02(A) appointing the 2018 Ethics Committee with Mr. Suttel, Ms. Dailey and Mr. Sarna as members with Mr. Miller as Alternate.

Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

***h. Board Committee: Financial***

Ms. Scanlon introduced Resolution 18-03(A) appointing the 2018 Financial Committee with Mr. Jackson, Ms. Janson and Ms. Dailey. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

***i. Acceptance of Donations:***

Ms. Scanlon introduced Resolution 18-01(D) accepting donations to the program for the dates indicated. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

***j. Personnel Actions:***

Ms. Scanlon introduced Resolution 18-01(P) confirming personnel actions during the past month. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

k. Resolution of Appreciation:

Ms. Scanlon introduced Resolution of Appreciation 18-13(P) commending Joyce Surckla on her retirement after 25 years of service. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

**III. FINANCIAL ACTIONS:**

a. Financial Statement Review (All Funds):

Mr. Bonko provided a review of financial statements for all funds.

b. Ethics Council Recommendations:

The Board found that these payments do not present a conflict of interest nor result from any preferential treatment or unfair advantage over other affected persons and recommended their approval.

c. Financial Transactions and Voucher Approvals:

Ms. Scanlon introduced Resolution 17-23(B) detailing financial transactions for the period. Ms. Scanlon introduced Resolution 17-24(B) approving voucher schedules for the period. Accordingly, these Resolutions were approved, are attached, and made part of the official minutes of this meeting.

**IV. BOARD STATUS REPORTS**

Mr. Rice reviewed the Board status reports: Population Served, Employment and Habilitation Services, Human Resources, Waiting List, and Abuse, Neglect and other Major Unusual Incidents. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

**V. PROGRAM REPORTS**

Mr. Rice introduced status reports from the agencies programs. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

**VI. NEW BUSINESS:**

a. Approvals:

i. NEON Representative

Ms. Scanlon introduced Resolution 18-04(A) authorizing Donald L. Rice, II as representative and Tami Setlock and John Bonko as alternates to N.E.O.N. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

ii. Family First Council Representative

Ms. Scanlon introduced Resolution 18-05(A) authorizing Donald L. Rice, II as representative and Tami Setlock and John Bonko as alternates to the Geauga Family First Council. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

iii. Funding Agreement

Ms. Scanlon introduced Resolution 18-06(A) approving a Locally Funded Service Agreement Addendum for Transportation Services. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

iv. Disposal of Assets

Ms. Scanlon introduced Resolution 18-07(A) disposing of 3 vans according to policy. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

v. Job Descriptions

Ms. Scanlon introduced Resolution 18-08(A) approving changes to the Delegated Nurse and LPN ICF job descriptions. Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

b. Issues:

i. Review of Meeting with UH Geauga

Those in attendance at the meeting discussed the progress. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

ii. ICF Electronic Documentation

Ms. Hawthorne updated the Board on the progress of moving to electronic documentation. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

iii. Provider Liaison

Mr. Rice informed the Board that the new Provider Liaison was hired and that he will be in attendance at the next board meeting. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

iv. Fire Alarm System

Mr. Rice informed the Board that the fire alarm system was updated due to age and wear. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

v. FilaMint

Mr. Rice updated the Board on the new tenant. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

**VII. GENERAL ANNOUNCEMENTS:**

Mr. Rice shared the recent correspondence. This information is contained in the Board Packet for this meeting and made part of the official minutes of this meeting.

**VIII. OTHER BUSINESS:**

Mr. Jackson called for any other business from the Board or the public.

**X. EXECUTIVE SESSION:**

Ms. Scanlon introduced Resolution 18-08(A) adjourning into Executive Session pursuant to ORC 121.22(G)(1) ) "To consider the appointment, employment, ..., or compensation of a public employee or official, ..." Accordingly, this Resolution was approved, is attached, and made part of the official minutes of this meeting.

**XI. ADJOURMENT:**

There being no further business, Mr. Jackson adjourned the meeting.

***The Next Board meeting will be February 21, 2018.***

Submitted:

Approval:

\_\_\_\_\_  
Donald L. Rice II, Superintendent

\_\_\_\_\_  
Mark Jackson, Board President

cc: *Bd. of Geauga Co. Commissioners*  
*Geauga Co. Probate Court*  
*Geauga Co. Prosecutor*

*In compliance with O.R.C. 121.22; an audio copy of these minutes are kept on file at the Geauga County Board of Developmental Disabilities Administrative Offices. Further information contact the Superintendent.*

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

**BOARD MINUTE HIGHLIGHTS**

**January 17, 2018**

**MEETING**

The minutes of the 12/20/17 meeting were approved; as were donations to the program and personnel actions.

The Board held their election of officers. They are as follows:

President	Mark Jackson
Vice President	Laura Janson
Secretary	Mark Sarna

The Board appointed the Ethics and Financial Committees.

The financial transactions were approved. A total of \$1,335,524.58 was spent on the program in December 2017.

The Board approved the following:

- NEON Representative
- Family First Representative
- Locally Funded Agreement with Transportation Addendum
- Vehicle disposal
- Job descriptions for Delegated Nurse and LPN ICF

The Board discussed the following:

- Review of meeting at UH-Geauga
- ICF electronic documentation
- Provider Liaison position filled
- Fire Alarm system upgrade
- FilaMint as a tenant

Correspondence was reviewed.

Status Reports were shared and Departmental Reports were introduced.

Mr. Jackson called for any other business from the Board or the public.

The Board adjourned into Executive Session pursuant to ORC 121.22(G)(1) ) "To consider the appointment, employment, ..., or compensation of a public employee or official.

NEXT BOARD MEETING: 2/21/18

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**Resolution: 18-02(D)**

BE IT RESOLVED to accept the donations to the program. On behalf of the Board, the Superintendent is directed to deposit these funds in the accounts specified: also, he is directed to forward a letter of thanks and appreciation to each donor.

<u>Donor</u>	<u>Gift</u>	<u>Use</u>
Families & Friends of Metzenbaum	\$2,000.00	Carnival
Kiwanis Club of West Geauga	\$500.00	Carnival
Kiwanis Club of West Geauga	\$350.00	Night to Shine (HMG)

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

Mr. Jackson:	Yes	No	Abstain	Mr. Miller:	Yes	No	Abstain
Ms. Janson:	Yes	No	Abstain	Dr. Schmidt:	Yes	No	Abstain
Mr. Sarna:	Yes	No	Abstain	Mr. Suttell:	Yes	No	Abstain
Ms. Dailey:	Yes	No	Abstain				

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BOARD PRESIDENT, 2/21/18



**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**Resolution: 18-02(P)**

BE IT RESOLVED to confirm the following personnel actions:

**Appointments**

Katelyn	Rossello	Shift Aide Substitute	ICF	1/9/18
Sari	Topits	Shift Aide Substitute	ICF	1/9/18
Angelia	Smith	SSA	CSS	1/16/18
Kenneth	Kirchner	SSA-Provider Compliance	CSS	1/22/18
Nanette	Warholic	Receptionist	Admin	1/29/18

**Separations**

Patricia	Kilfoyle	RN PRN	ICF	7/25/17
Nicholas	Chesnes	Account Clerk	ICF	8/11/17
Lisa	Szappanos	LPN PRN	ICF	10/1/17
Zachary	West	LPN PRN	ICF	12/25/17
Vicki	Fortier	Shift Aide	ICF	1/22/18
Stacey	Magoch	Receptionist	Admin	1/24/18
Katelyn	Rossello	Shift Aide Substitute	ICF	1/9/18
Joyce	Surckla	Shift Aide	ICF	1/31/18

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

Mr. Jackson:	Yes	No	Abstain	Mr. Miller:	Yes	No	Abstain
Ms. Janson:	Yes	No	Abstain	Dr. Schmidt:	Yes	No	Abstain
Mr. Sarna:	Yes	No	Abstain	Mr. Suttell:	Yes	No	Abstain
Ms. Dailey:	Yes	No	Abstain				

\_\_\_\_\_  
BOARD PRESIDENT, 2/21/18

**RESOLUTION OF APPRECIATION  
PRESENTED TO  
VALERIE SIMPSON**

*Resolution: 18-14(P)*

**WHEREAS,** *Valerie Simpson has tendered her resignation as Shift Aide and Shift Supervisor after more than 19 years of service to the agency, and,*

**WHEREAS,** *she has demonstrated extraordinary caring, dedication and compassion in her work and to the individuals we serve,*

**WHEREAS,** *her work had helped to develop and maintain a program that provided excellent services to Geauga County's adults with developmental disabilities, and*

**NOW, THEREFORE LET IT BE RESOLVED** *that the Geauga County Board of Developmental Disabilities commends Valerie Simpson for her outstanding contributions to the program and wishes her every success in her future endeavors.*

\_\_\_\_\_  
*Mark Jackson, President*

\_\_\_\_\_  
*Laura Janson, Vice-President*

\_\_\_\_\_  
*Mark Sarna, Secretary*

\_\_\_\_\_  
*Kristin S. Daily, Member*

\_\_\_\_\_  
*Martin A. Miller, Member*

\_\_\_\_\_  
*Dennis Schmidt, Member*

\_\_\_\_\_  
*Richard Suttell, Member*

**BY OFFICIAL ACTION OF THE BOARD, FEBRUARY 21, 2018**

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

**MEMORANDUM**

To: Geauga County Board of Developmental Disabilities  
From: 2017 Ethics Committee  
Subject: Ethics Council Review of Financial Transactions/ January 2018  
Date: February 21, 2018

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The Geauga County Board of Developmental Disabilities has reviewed the January 2018 financial transactions as contained in the February 21, 2018 Board packet.

It is found that payments to affected persons do not present a conflict of interest nor result from any preferential treatment or unfair advantage over other affected persons.

\_\_\_\_\_  
*Ms. Dailey*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mr. Sarna*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mr. Suttell*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mr. Miller*

\_\_\_\_\_  
*Date*

## Geauga County Board of Developmental Disabilities

### Major Unusual Incidents

As of: January 31, 2018

#### Major Unusual Incidents: Year-to-Date

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
2017	20	14	12	11	8	16	13	11	20	6	13	9
<b>2018</b>	8											

- One misappropriation allegation in a family home.
- One physical abuse allegation in a waiver setting (non-staff as perpetrator).

**Geauga County Board of Developmental Disabilities**

**CSS Population Served  
As of: January 31, 2018**

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<b>Early Intervention</b>												
Early Intervention	112											106
Assessed for EI	19											10
<b>Children Services</b>												
ECS preschool	25											25
Supported Educ. ESC	98											98
Supported Educ Amish schools	32											33
<b>subtotal</b>												
<i>EI Inclusion**</i>	21											18
<b>Support Svcs.</b>												
Children	106											122
Adult	437											425
Help Me Grow	114											109
<b>subtotal</b>	657											656
<b>Family Support</b>												
Children	160											148
Adult	62											65
<b>subtotal</b>	222											213
<b>Total Eligible in IDS (Unduplicated)</b>	<b>765</b>											<b>745</b>

\*\*NOTE: Inclusion children are not in enrollment totals. "Total eligible" does not include all of ESC's children due to eligibility not completed or children not being eligible.



**Geauga County Board of Developmental Disabilities**

**Residential, Waiver and Wait List**

As of: January 31, 2018

<b>Residential Services</b>												
	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
MLCRI Homes	68/3											68/3
Non-MLSL Homes	17											21
Therapeutic Placement	2											2
Foster/Adult Fam Liv	18											17
Assisted Living	2											2
Apartments	72											61
ICFDD	22											22
<b>Total Residential</b>	<b>204</b>											<b>196</b>

<b>Funding Sources</b>												
	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
I/O Waiver	186											185
Level One	89											87
Support Living	15											15
SELF Waiver	5											5
<b>Total</b>	<b>295</b>											<b>292</b>

<b>Waiting List</b>												
	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<b>Residential</b>												
WAIVER	274											274
ICF/DD	20											20
Supported Living	51											51

90 individuals on other Waivers      21 individuals live in other counties      8 individuals live in NF/ICF's

155 is ACTIVE number waiting      8 individuals from that list were offered a Waiver and turned it down

Oldest is 72 y/o, youngest is 5 y/o

65+ = 2 indiv    30-64 = 24 indivs    21-29 = 55 indivs    16-20 = 42 indivs    10-15 = 26 indivs    under 9 = 6 indivs

**Geauga County Board of Developmental Disabilities**

**Human Resource  
As of: January 31, 2018**

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
<b><u>Appointments</u></b>												
Full time	3											
Part Time	0											
Substitute	2											
Seasonal	<u>0</u>											
<b><i>Total</i></b>	<b>5</b>											
<b><u>Demographics</u></b>												
Full time	91											
Part Time	7											
Substitute	16											
Seasonal	<u>6</u>											
<b><u>Total</u></b>	<b>120</b>											
<i>Total 2017</i>	132	134	135	133	134	130	128	127	124	124	123	123
<i>Total 2016</i>	144	143	141	143	139	129	131	129	124	124	127	128
<i>Total 2015</i>	156	158	159	154	152	154	152	150	147	145	147	143
<i>Total 2014</i>	176	176	178	175	169	171	171	171	170	167	159	159
<i>Total 2013</i>	227	202	200	199	198	197	190	185	184	179	178	174
Leave of Absence	3											

**Noteworthy Changes:**

None



**Geauga County Board of  
Developmental Disabilities**

**Program Report**

Program: Business/Human Resource Operations  
Board Meeting: February 21, 2018  
Program Director: John Bonko

**Training:**

Please contact Anne Anderson (440)729-9406 (ext.1105) for additional information or to answer any questions regarding training requirements for Board members.

New providers receiving training during the month: 3 independent

Existing providers receiving training during the month: 4 independent, 3 agency staff

**Labor Relations:**

No activity to report.

**Workers' Compensation:**

2018 YTD	0	
2017	5	(1 vehicle accident, 1 lift, 1 fall, 1 hit by wheelchair, 1 trip)
2016	9	(2 accident, 5 lift, 2 falls)

**Unemployment:**

No claims.

**Capital Projects:**

The Business Office reception area was reconfigured to allow for better access and additional conference room space. Contractor identified for the job completed the work on the conference room and minor rework to the cabinetry in the kitchenette area remains for completion.

Quotes were solicited for the installation of an entry canopy adjacent to the gymnasium door. Initial quotes exceeded expectations and the scope of the project is still under architectural review.

**Other Issues:**

None

**Geauga County Board of  
Developmental Disabilities**

**Program Report**

Program: ICF  
Board Meeting Date: February 21, 2018  
Director: Michelle Hawthorne

January was a quiet month as the cold and snow kept us in for much of the month.

Staffing continues to be an area that is being worked on.

Outings continue to occur as able with the weather. In January, 10 of 22 residents were able to access the community a total of 13 times. All outings were regular shopping trips to Drug mart, Circle K, and to McDonald's.

**Geauga County Board of  
Developmental Disabilities**

**Program Report**

Program: Adult Services  
Board Meeting Date: February 21, 2018  
Director: Megan Thirion

A letter was sent to two area Superintendents explaining that the Geauga County Board of Developmental Disabilities (GCBDD) is starting a 9 week pilot program where the focus will be on teaching life skills that can be applied in a functional setting. The letter also explained that we have partnered with Goodwill Industries of Greater Cleveland & East Central Ohio to provide the curriculum and support. We then asked if their district would help identify up to four students to participate in this pilot. The students participating in this pilot have met their academic requirements and are participating in the transitional options program.

We have met with one district interested in the pilot and they were able to identify four students. We are still in the process of developing the curriculum. Once curriculum is created we will send to the district for further discussion.

**Geauga County Board of  
Developmental Disabilities**

**Program Report**

Program: Community Support Services  
Board Meeting: February 2018  
Program Director: Tami Setlock

**Activity Highlights:**

We had our final audit for the Plan of Correction from Accreditation. It was approved and we are now officially completed with the Accreditation process.

Michelle Hawthorne and Tami Setlock will be completing the first training of the nurses from the Geauga Hospital Emergency Dept. on Feb 21.

Current residential openings include Swine Creek House (ML) 1, Benner House (ML) 2, Sperry House (ML) 1, GAR Highway (ML) 1, Bergant House (PL) 1,  
*(ML) = Maple Leaf home, (PL) = private landlord*

**Upcoming events:**

Metz Carnival – March 3 11:00am to 2:00pm

Family Forum – March 14 @6:00 to 8:00 “Transition-aged Youth Services”

Night to Shine (Early Intervention) – March 14 @ 6:00

Family Forum – April 24 @6:00 to 8:00 “Medicaid” presented by JFS staff

**Geauga County Board of  
Developmental Disabilities**

**Program Report**

Program: Transportation  
Board Meeting: 2/21/2018  
Program Director: Richelle Mills

**Activity Highlights:**

In January we had a meeting with providers to discuss the new transportation incentive. They seem to appreciate the incentive

Dianna Wright is currently providing services for 6 CE individuals

Our Lady of the Wayside is currently transporting 57 individuals

Two Foundation provides services for 3 CE individuals

CSS provides services for 3 CE individuals

MSI provides services for 2 CE individuals

**Maple Leaf Community Residences, Inc.**  
**February 21, 2018**

**Grant Seeking/Fundraising**

MLCRI was not a recipient of the Geauga County Community Block Grant for the grant submitted Spring 2017.

Our first fundraiser of 2018 is a new event for MLCRI. We are having a Day at the Races, to be held at the Hard Rock Rocksino's Club Velvet this coming Sunday, February 25.

**Bell Road Tax Exempt Status**

MLCRI applied for Bell Road tax exempt status.

We have not received further information from Dept. of Taxation regarding any decisions made regarding tax exempt applications. (Reminder in summer of 2017, a school district in southern Ohio had petitioned for taxes from their local nonprofit housing corp. stating the properties were not being used for anything other than rental properties not charitable purposes.) It is my understanding that all tax exempt status decisions remain on hold, in the mean time I have submitted this in hopes of a speedy process should a decision be made soon.

**Property Management**

**Bell Road** - We are working with an architect to renovate part of the home to accommodate a man currently living in a nursing home. We have had 3 site visits with contractors and are currently waiting for their bids.

**Beacon Hill** –MLCRI has been in negotiations to sell Beacon Hill. We have agreed on a selling price of \$100K.

**Ravenna Road Phase 2**, in-law suites are on schedule to be completed by end of February. We have hopefully worked through an issue with the furnace controls and compatibility with thermostats in the suites.

**Marketing**

MLCRI is looking to have a presence at the Geauga County Maple Festival, if anyone has any recommendations. We have discussed the parade and manning the Maple Stir Booth for a block of time.

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**Resolution: 18-11(A)**

BE IT RESOLVED to approve a Board Policy:

9.15 Independent Provider Overtime

BE IT FURTHER RESOLVED that the Superintendent is directed to take any and all action necessary to carry out these transactions.

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

Mr. Jackson:      Yes    No    *Abstain*

Mr. Miller:        Yes    No    *Abstain*

Ms. Janson:        Yes    No    *Abstain*

Dr. Schmidt:      Yes    No    *Abstain*

Mr. Sarna:         Yes    No    *Abstain*

Mr. Suttell:        Yes    No    *Abstain*

Ms. Dailey:        Yes    No    *Abstain*

\_\_\_\_\_  
BOARD PRESIDENT, 2/21/18

**GEAUGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Policy 9.15**  
**Independent Provider Overtime**

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Approved by the Board: 2/21/18

This policy sets forth procedures related to overtime worked by independent providers, places a limit on the number of hours in a work week an independent provider may provide services under a home and community-based services Medicaid waiver component administered by the Ohio Department of Developmental Disabilities, and establishes a process and the circumstances under which the limit may be exceeded.

The Superintendent is authorized to draft, implement, and monitor procedures to address this issue.



## **Geauga County Board of Developmental Disabilities Procedure for Policy 9.15 Independent Provider Overtime**

### **I. PROCEDURE STATEMENT:**

This procedure outlines the parameters to authorize additional units of service for an independent provider under a home and community-based Medicaid waiver component, above sixty hours in a work week. An "Independent Provider" means a self-employed person who provides services for which he or she is certified in accordance with rule 5123:2-2-01 of the Administrative Code and does not employ, either directly or through contract, anyone else to provide the services. The sixty hour work week begins on Sunday at 12:00 a.m. and ends on Saturday at 11:59 p.m. of each week.

### **II. PROCEDURE:**

#### **A. Anticipated Events and Circumstances**

1. The provider, individual, Service and Support Administrator, and all other applicable team members shall meet at least annually to develop an Individual Service Plan. At the time of the planning meeting all known anticipated events and circumstances necessitating the independent provider to exceed the service hour limit shall be addressed. If additional services and supports are needed outside of the service hour limit the team will follow the procedure described below regarding notification and authorization. Anticipated events or circumstances may include, but are not limited to:

- a. Scheduled surgery
- b. Holidays or extended breaks from other services
- c. Identified Health and Safety risks
- d. Shortage of other available providers

#### **B. Emergency**

1. When an emergency necessitates an independent provider exceeding the service hour limit the provider will notify the Service and Support Administrator within 72 hours of the emergency necessitating additional hours. The team will convey and determine appropriate action regarding the level of service and support needed. The team will utilize the same procedure utilized for anticipated events and circumstances for the need of additional hours.

#### **C. Authorization and Approval**

1. If the team decides based on an anticipated event or identified emergency that additional hours are warranted, the Service and Support Administrator will complete the form identified as Appendix A within this procedure. The Service and Support Administrator will send the identified form to the Service and Support Administrator Supervisor for initial approval. The Service and Support Supervisor will then send the approval form to the Superintendent for final approval.

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**Resolution: 18-12(A)**

BE IT RESOLVED to approve a Board Policy:

10.2.9 Outside Employment

BE IT FURTHER RESOLVED that the Superintendent is directed to take any and all action necessary to carry out these transactions.

*\*Note: form has been removed from the policy*

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

Mr. Jackson:      Yes    No    *Abstain*

Mr. Miller:      Yes    No    *Abstain*

Ms. Janson:      Yes    No    *Abstain*

Dr. Schmidt:      Yes    No    *Abstain*

Mr. Sarna:      Yes    No    *Abstain*

Mr. Suttell:      Yes    No    *Abstain*

Ms. Dailey:      Yes    No    *Abstain*

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BOARD PRESIDENT, 2/21/18

# GEAUGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## BOARD POLICY

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Reviewed and Adopted by the Board:

Date First Adopted: 11/11/1998

Revised: 07/18/2001

03/16/2011

02/08/2012

12/19/2012

02/21/2018

### **10.2.9 OUTSIDE EMPLOYMENT**

It is the intention of this policy to set parameters regarding supplemental employment an employee of the Board may have and to ensure there is no conflict of interest, conflict of care for a client, or a negative impact to the Board due to the time schedule or fiscal reasons.

The Superintendent is authorized to ensure procedure is written and available that defines these parameters.

## PROCEDURES FOR POLICY NUMBER

### 10.2.9

#### OUTSIDE EMPLOYMENT

Full-time employment with the Board shall be considered the employee's primary occupation, taking precedence over all other occupations. Under no circumstances shall an employee have other employment that conflicts with the policies, objectives or operations of the Board.

"Outside" employment or "moonlighting" shall be a concern to the Board if it adversely affects the job performance of the employee's duties with the Board or constitutes a conflict of interest as outlined in this policy.

No employee shall be employed by any entity having a contract with the Board unless the employee notifies and receives written authorization from the Superintendent permitting such employment. (Reference: R.C. 5126.033). Employment with an agency contracting with the Board and any employment dependent upon Board funding must be approved by the Board's Ethics Committee. The Superintendent cannot approve contracts that violate the Ethics laws. Check Ethics Law for a conflict related to outside employment. See Policy number 10.2.1.

Employment "conflicts", under this policy, are defined as any negative impairment of the employee's ability to perform the duties of his or her position with the Board. Four common employment conflicts which may arise are:

- Time Conflict - Defined as when the working hours required of a "secondary job" directly conflict with the scheduled working hours of an employee's job with the Board; or when the demands of a secondary job prohibit adequate rest, thereby adversely affecting the quality standard of the employee's job performance with the Board.
- Conflict of Care – Defined as when an employee would provide direct care for the same client both in the residential setting and the day program setting. This situation leaves the client without a new/neutral party to discuss issues or lodge a complaint, and raises concern relative to confidential information.
- ⊖ Interest conflict - Defined as when an employee engages in outside employment that compromises his or her judgment, actions and /or job performance with the Board or which impairs the Board's reputation in the community as determined by the Ethics Committee.
- Negative Fiscal Impact – Defined as when the Department of Labor or other governmental agency would consider the secondary employment to be overtime. This could include any employment with an agency which contracts with the Board, an employee who provides respite via Family Resource Services, and any other employment dependent upon board funding.

Any employee who wishes to hold outside employment must submit an initial "Outside Employment Approval" form to be reviewed and approved by ~~the Ethics Committee of~~

~~the Board~~Human Resources. (See Human Resources for the form.) If the answers to any of the questions on the review portion of the Outside Employment Approval Form are "Yes" then the form will be send to the Board's Ethics Committee for approval.

Continued outside employment will be reviewed annually by ~~Human Resources the Ethics Committee of the Board~~ following the agency's annual in-service training when employees complete the Senate Bill 10 form required by the Ohio Department of Developmental Disabilities.

If the answers to any of the questions on the review portion of the Outside Employment Approval Form are "Yes" then the form will be send to the Board's Ethics Committee for approval.

Should the Ethics Committee determine that an employee's outside employment request is in disaccord with Ethics Laws or does not comply with the requirements of ORC 5126.033, the Ethics Committee shall disapprove the outside employment. The Superintendent will be directed to notify the affected employee in writing that the outside employment is not authorized, including notice that the employee is directed to refrain from such activity.

Should the Ethics Committee determine that an employee's outside employment may adversely affect the employee's job performance, they shall not approve the outside employment and the Superintendent will be directed to advise the employee in writing that the outside employment is not approved and that the employee is encouraged to refrain from such activity or take whatever steps are necessary to prevent any conflict.

Any conflict, policy infraction, or other specific offense which is the direct result of an employee's participation in outside employment shall be disciplined in accordance with the policies set forth in policy number 10.2.16.

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**Resolution: 18-13 (A)**

BE IT RESOLVED to approve an update to the Geauga County Board of Developmental Disabilities Records and Retention Schedule dated 8/15/12.

BE IT FURTHER RESOLVED that the Board President is authorized to act as the Records Commission Chairman and sign the appropriate forms.

BE IT FURTHER RESOLVED that the Superintendent is directed to take any and all action necessary to carry out these transactions.

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

Mr. Jackson:      Yes    No    *Abstain*

Mr. Miller:      Yes    No    *Abstain*

Ms. Janson:      Yes    No    *Abstain*

Dr. Schmidt:    Yes    No    *Abstain*

Mr. Sarna:        Yes    No    *Abstain*

Mr. Suttell:     Yes    No    *Abstain*

Ms. Dailey:      Yes    No    *Abstain*

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BOARD PRESIDENT, 2/21/18

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

February 21, 2018

**Resolution: 18-14 (A)**

BE IT RESOLVED to adjourn into Executive Session pursuant to ORC 121.22(G)(1) To consider the appointment, employment, ... or compensation of a public employee or official...

MOTION:

SECOND:

DISCUSSION:

ROLL CALL:

Mr. Jackson:      Yes    No    *Abstain*

Mr. Miller:      Yes    No    *Abstain*

Ms. Janson:      Yes    No    *Abstain*

Dr. Schmidt:    Yes    No    *Abstain*

Mr. Sarna:        Yes    No    *Abstain*

Mr. Suttell:     Yes    No    *Abstain*

Ms. Dailey:      Yes    No    *Abstain*

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BOARD PRESIDENT, 2/21/18