

**RESOLUTION NO. 19-01335**

In the matter of approval of prior meeting ) County Commissioners’ Office,  
minutes from the regular session held on ) Wood County, Ohio  
December 12, 2019. ) December 17, 2019

*WHEREAS*, in accordance with §121.22 (“Sunshine Law”), and §305.11, Revised Code of Ohio, “immediately upon the opening of each day’s session of the board of county commissioners, the records of the proceedings of the session of the previous day shall be read by the clerk of the board, or provided to each commissioner in written form, and, if correct, approved and signed by the commissioners”; and

*WHEREAS*, the Board of County Commissioners met in regular session on the 12<sup>th</sup> day of December 2019 with the following members present: THEODORE H. BOWLUS, CRAIG LAHOTE and DORIS I. HERRINGSHAW; and

*WHEREAS*, the Commissioners’ Agenda for December 12, 2019 was as follows:

*I. 9:21 a.m. -- Reading of minutes from preceding meeting*

Commissioner Herringshaw called the meeting to order and requested reading of the prior meeting minutes. Administrator Andrew Kalmar, Assistant Administrator Carri Stanley and Clerk Sandy Long were also present.

*II. -- Consider Approval of Resolutions immediately following item I  
See Resolution Listing*

There were no out of state travel requests submitted. The personnel actions submitted were from Wood Haven for the resignation of Dietary Aide Dana Drda, STNA Kerstan Glista, and LPN Michelle Peters, and to recommend hiring part-time Non-STNA Jasmine Hamilton, part-time Dietary Aide Hannah Shaffer and Demetrius Fuller-Elliott and part-time LPN Lindsay Birkenkamp.

Commissioner Herringshaw moved to approve the resolutions on the attached listing with the exception of resolution 19-01321 (payment of vouchers) which will be voided. Commissioner Bowlus seconded the motion. All voted aye and the motion carried.

*III. -- Staff Reports*

Wood County Alcohol, Drug Addiction and Mental Health Services Board (ADAMHS) Quarterly Update (9:30 a.m.) – Director of Community Programs Aimee Coe introduced new Executive Director Deanna Stanton. WBGU Radio host Clint Corpe was also present. Ms. Stanton stated that she is a BGSU graduate and also received her Master’s degree at BGSU. She previously worked at the Children’s Resource Center, Behavioral Connections and the Zepf Center. Ms. Stanton stated that ADAMHS applied for a State Opioid Response (SOR) Grant and have been awarded \$1.8 million in state funding. The funds will be used to help with many programs including the Addiction Response Collaborative, A Renewed Mind, and Harbor Behavioral Health. Capital projects for 2020 include: an outpatient clinic at Harbor, Phase 3 of renovation at the Cocoon Shelter, and planning for a Regional Crisis Stabilization Unit. Mrs. Coe stated that ADAMHS has applied for a program called Ascent which is a Facebook style network for people in recovery who need a place to talk about what is happening with them. They can ask for help right away and a peer

support person will contact them. This program would also be funded utilizing the SOR Grant funding. Mr. Kalmar asked about the duration of the grant. Mrs. Coe stated it is a federal fiscal year which will end in October 2020. The Commissioners thanked them for the update. The meeting concluded at 9:45 a.m. Ms. Stanton, Mrs. Coe and Mr. Corpe exited at this time.

Mr. Kalmar mentioned that a letter was received from Bob Kuhlman, the solicitor for the Village of Pemberville, with concerns regarding the county turning over ownership of the Bridge Street Bridge to the Village. Mr. Kalmar provided him with copies of previous correspondence with the Village and Ohio Revised Code information for clarification in the change of ownership of the bridge.

Commissioner Herringshaw moved to recess until the next scheduled meeting. Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 9:49 a.m.

Wood County Board of Developmental Disabilities (Board of DD) Quarterly Update (10:00 a.m.) – Commissioner Herringshaw called the meeting back to order with Commissioners LaHote and Bowlus, Mr. Kalmar, Mrs. Stanley, Ms. Long, Board of DD Superintendent Brent Baer and Board President Ed Metzger present. Mr. Baer provided the attached information which was referenced throughout the discussion. Mr. Baer stated the Board is reviewing ways to increase respite opportunities. He mentioned there is an adult respite home in Portage, but the largest need for respite care is for children between the ages of 3 and 17. The Board of DD also has a duplex in Perrysburg for adults and a four bedroom home in Rossford for children.

Mr. Baer stated that in terms of agency growth, the number of clients is up 38% in service coordination since 2014 which is a federally mandated service. The Board also took over early intervention service coordination in July of 2018, the number of clients served is up 72% in the last 5 years. Statewide Early Intervention has shown 9.9% growth while Wood County has experienced a 59% increase. Commissioner Herringshaw asked to what would attribute this growth. Mr. Baer stated Wood County is a great place to live and continues to grow.

Mr. Baer reviewed the list of capital plans and shared the calendar of events to be held in March for DD Awareness month. The Commissioners thanked them both for the update. The meeting concluded at 10:32 a.m. Mr. Baer and Mr. Metzger exited at this time.

Review 2020 Appropriations (10:32 a.m.) – The Commissioners reviewed appropriation requests for multiple departments and discussed possible modifications to requested amounts. Draft documents included: general fund requests, strategic budget, agriculture requests, additional personnel requests, wage information, and miscellaneous requests. Approval by the Commissioners is tentatively scheduled for Thursday, December 19, 2019.

*IV. -- Open Forum Citizens Comments/Concerns*

No one from the public was present. Commissioner Herringshaw moved to adjourn and Commissioner Bowlus seconded the motion. All voted aye and the motion carried at 11:25 a.m.

*The Board of County Commissioners will attempt to provide reasonable accommodations for any disabled person. Requests for special accommodations shall be made to the Office of the County Commissioners twenty-four (24) hours prior to the time such accommodations are required; now therefore, be it*

*RESOLVED*, by the Board of County Commissioners of Wood County, Ohio, that the foregoing minutes be and are hereby approved; and be it further

RESOLVED, that these proceedings shall be kept on file in the office of the County Commissioners and open at all time to public inspection.

Commissioner LaHote moved and Commissioner Bowlus seconded the motion and the roll being called on its adoption, the vote resulted as follows:

DR. THEODORE H. BOWLUS

yes

Theodore H. Bowlus

CRAIG LAHOTE

yes

Craig LaHote

DORIS I. HERRINGSHAW, Ed.D.

yes

Doris I. Herringshaw  
Board of County Commissioners,  
Wood County, Ohio

Attest:

Jamese Beem  
acting Clerk of said Board

**RESOLUTION INDEX**

**BGC - BLDGS & GROUNDS/MAINT-CTHSE COMPLEX**

19-01326 12/12/2019 AUTHORIZE AGREEMENT WITH NORTHWOOD DOOR, LLC TO REPAIR THE OVERHEAD GARAGE DOOR ON THE SOUTH END OF THE SIGN SHOP AT THE WOOD COUNTY HIGHWAY GARAGE.

**BGE - BLDGS & GROUNDS/MAINT-EGLC**

19-01334 12/12/2019 AUTHORIZE AGREEMENT WITH CONTROL SYSTEMS OF OHIO TO UPGRADE HVAC CONTROLS IN THE F DORM AT THE WOOD COUNTY JUSTICE CENTER.

**BUD - BUDGET/APPROPRIATIONS -ALL**

19-01323 12/12/2019 REIMBURSEMENT OF FUNDS - VARIOUS

19-01329 12/12/2019 PAYMENT FOR SERVICES - ECONOMIC DEVELOPMENT DECEMBER 2019 LEASE PAYMENT.

19-01331 12/12/2019 PAYMENT FOR SERVICES - NORTHWEST COMMUNITY CORRECTIONS CENTER MAINTENANCE STAFF FOR DECEMBER 2019.

19-01332 12/12/2019 ADJUSTMENT TO APPROPRIATIONS - VARIOUS FUNDS

19-01333 12/12/2019 PAYMENT FOR SERVICES - FUEL FACILITY FOR NOVEMBER, 2019.

**COMM - COMMISSIONERS**

19-01320 12/12/2019 APPROVAL OF PRIOR MEETING MINUTES FROM THE REGULAR SESSION HELD ON 12/10/19

19-01321 12/12/2019 AUTHORIZE PAYMENT OF VOUCHERS

19-01322 12/12/2019 APPROVE REQUESTS FOR TRAVEL AND REIMBURSEMENT FOR WOOD COUNTY EMPLOYEES

19-01325 12/12/2019 AUTHORIZE VARIOUS PERSONNEL ACTIONS

**COR - CORONER**

19-01330 12/12/2019 AUTHORIZE AGREEMENT WITH LUCAS COUNTY CORONER TO PERFORM AUTOPSIES FOR WOOD COUNTY CORONER.

**EMA - EMERGENCY MANAGEMENT AGENCY**

19-01327 12/12/2019 AUTHORIZE MEMORANDUM OF UNDERSTANDING CONCERNING THE ACCEPTANCE AND CALIBRATION OF EQUIPMENT PROVIDED BY THE OHIO DEPARTMENT OF PUBLIC SAFETY, OHIO EMERGENCY MANAGEMENT AGENCY AND WOOD COUNTY EMERGENCY MANAGEMENT AGENCY.

**PC - PLANNING COMMISSION**

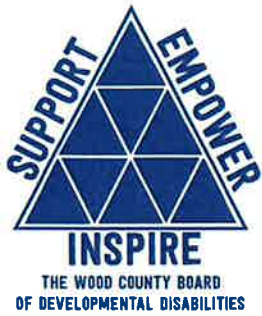
19-01328 12/12/2019 AUTHORIZE DORIS I. HERRINGSHAW TO SIGN PROGRAMMATIC AGREEMENT FOR COORDINATION BETWEEN WOOD COUNTY, OHIO AND THE OHIO STATE HISTORIC PRESERVATION OFFICE FOR THE ADMINISTRATION OF PROGRAMS USING THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) ALLOCATED FUNDS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM. (EXPIRES 12/31/2024)

**SHER - SHERIFF**

19-01324 12/12/2019 PO#134592 - DELL MARKETING - AUTHORIZING THE PURCHASE OF (12) REPLACEMENT DELL OPTIPLEX 3070 MFF MLK COMPUTERS FOR THE JUSTICE CENTER. \$7,581.12

**Commissioner's Update  
December 12, 2019**

1. Respite Development
  - a. Serving Children
2. Agency Growth
3. Capital Plan
  - a. Building and Campus Security Project
  - b. On-Site Storage Facility
  - c. Nichols Therapy Pool Locker Room Renovation
  - d. Roof Assessments
  - e. Propane School Bus Replacement
  - f. Asphalt Drive and Parking (Respite/Portage)
4. Strategic Plan in 2020
  - a. Review 2019 Accomplishments
5. March DD Awareness Events



## *Strategic Plan/2020 Vision 2019 Accomplishments*

### *Goal 1 – Strengthen person-centered thinking throughout the agency*

- **Successful ODODD County Board accreditation received with no citations**
- Developed/provided multiple trainings to staff on Person-Centered Planning
- Trauma Informed Care and Customer Service
- Developed and implemented comprehensive Quality Assurance for oversight and monitoring of Individual Service Plan (ISP) and Person-Centered Planning (PCP).
- Life Map fully integrated into family orientation
  - Life Map provided at all intake and eligibility screenings
  - Life Map is being introduced in orientation so that everyone who joins our organization is aware of life transitions
- **Integration of Remote Supports throughout the organization**
  - Significant volume of trainings on the benefits of Remote Supports and increased independence for individuals
  - Remote Supports Grant – the WCBDD received a \$20,000.00 grant from the Ohio Department of Developmental Disabilities and the Nisonger Center to expand Remote Supports in Wood County
  - **Development of a smart home**
    - Twin Tech opening August 2019
      - 3 trial stays (each 2 nights) all resulted in the individuals moving forward with remote support services
      - 16 tours completed
      - 11 individuals or representatives from different counties have participated in tours
  - 2019 – Remote Support Grant
    - 22 presentations and training opportunities were held to educate 340 people
    - 21 different county agencies and community groups attended the various presentations offered
    - Presented the project at the following:
      - August 2019 WCBDD staff in-service
      - OCALICON 2019
      - OHCA 2019
      - OOTA 2019
      - School Based Practitioners Summit 2019
      - TechSummit 2.0 2019
      - Loraine County Board of DD

- Held Tech Fair in collaboration with BGSU
- Started with 4 individuals utilizing remote supports, now have over 18 individuals utilizing or in the process of obtaining the supports
- 2019-completed 32 Assistive Technology consultations
- 2019-completed 38 home assessments for accessibility needs
- 2019-completed 15 consultations with the Housing Coordinator regarding housing development and placement needs
- October 2019 began offering Recreation Therapy services
- We have updated position descriptions and expectation to expand our recreation department to offer many diverse activities

## ***Goal 2 – Increase community connectiveness for individuals living, working, and participating in the community***

- Completion of the research and identification of a Student to Adult Life Transition (SALT) Program. The focus is to increase the quality transitions for individuals receiving school services
  - SALT model developed and approved by the WCBDD in November of 2018
- Transition team hired and transition services in beginning stages of implementation in Wood County Schools – all aspects completed on schedule
- Housing Plan – the WCBDD continues its focus on the housing plan
- WCBDD purchased 2 additional homes to expand the respite program to open in 2020
- A third children’s home opened in 2019 in Perrysburg. The home is owned by the WCBDD
- Additional children’s housing options:
  - Perrysburg home, ICF supports if needed, development of respite programming
- Plans are underway to develop a 4-bed fully accessible home in Bowling Green, Ohio. Completion is expected in 2020.
- Shared Living Goal for 2017 and 2018 have been met. We exceeded our goal early and now have 12 total individuals receiving Ohio Shared Living supports
  - 2019-21 participating in Ohio Shared Living
- 2019-increased youth participation in Special Olympics by 9
- 2019-expanded Recreation programming to offer youth services
- Hired a new Maintenance Apprentice into an open position (Two currently on staff)
- Re-worked a Maintenance Apprentice position into a new Custodial Apprentice. Filled position with an individual whose development and professional growth has been off the charts. Recommending a second Custodial Apprentice (as opposed to a regular permanent position) for 2020 to assist the department to meet the growing workload.

## ***Goal 3 – Increase quality service providers that meet the needs of persons served***

- Continuous recruitment and development of providers of all services
  - 2018 – 113 active providers
  - 2019 – 131 active providers
    - Added 5 new agency providers
    - Added 11 new independent providers
- Increased choices and options for both work and home services
- Development and implementation of a Provider Relations Department
  - Constantly evolving
  - 2019-provided over 400 consultations to new and existing providers
- Development, implementation, and provision of provider trainings
  - 2019-completed medication administration certification courses for 98 DSP’s

- In process of holding a 3-day Multi-System Youth training to include providers
- Continue development of increasing standards for providers to do business in Wood County
  - Provider Guide Plus
  - Provider orientation process created and utilized
  - Technical assistance to new and existing providers – total of 202 consults within first quarter of 2018
  - First three quarters 2019-407 technical assistance encounters with new and existing providers
- 2019 Community Carnival and Hog Roast collaboration event with Wood County Provider network – over 360 attendees
- 2019 Spring OACB presentations – supporting providers and DSP’s

## ***Goal 4 – Continuously educate the community about persons with developmental disabilities and the WCBDD***

- Define the message. The WCBDD made a concerted effort to consistently identify ourselves as the Wood County Board of Developmental Disabilities compared to the tradename Wood Lane. We had significant success utilizing both terms throughout the year and will continue to do so
  - Crafted our message of future vision both internally to staff and to external participants, including but not limited to self-advocates, families, Wood County citizens, elected officials, etc.
  - Completion of quarterly updates to the Wood County Commissioner’s
  - Continually evolving status reports
- 2018 Communication Plan completed
  - Brand management guide in process
- Significant increase in public speaking opportunities for self-advocates
  - Board Meetings
  - Civic Clubs (Kiwanis)
  - Not in Our Town
- Increase opportunities for Self-Advocates
  - Best Buddies
  - Synergy Conference
  - AKtion Club partnerships
  - Venturing Crew
    - 2019 camping and canoeing events along with monthly activities
  - People First of Wood County
  - Recreation Programs
  - 2 athletes became members of the Special Olympics Advisory Committee in 2018
  - BGSU Communication Class presentation – disabilities in children’s literature
  - Position description developed for Self-Advocate to be hired January 2020
- Community Honors Program
- WCBDD continues to be gracious of those who support and partner with us
- 2019 successful Special Olympics Community fundraiser
- Successful 2019 DD Awareness Campaign
  - Community Honor Awards
  - Celebrity Community Basketball Game
  - Community Conversations at BGSU
  - 5K Community Run
- Increased use of technology for communication
  - Significant increase in overall Facebook following



- October 2019 began online registration for Special Olympics and Recreation
- September 2019 began use of Remind app for Special Olympics alerts/messages
- Created a weekly email blast highlighting items at the County Boards and in the Community
- **New website was available September 2019**
- Consistent and frequent posts of valuable information on Facebook
  - Special Olympics and Recreation activities/events
  - Venturing Crew activities
- Increased understanding of technology/media needs for implementation in 2019/2020
- Increase participation in community events
  - Bowling Green Holiday Parade
  - Not in Our Town Peace March
  - Wheelchair Games in Partnership with WLRS PCC at the BG Community Center
  - Provider and Board Resource Fair x 2
  - AKtion Club's participation with Kiwanis including their Bowl-A-Mania and Habitat/Senior Center partnerships
  - Development of Community Hog Roast
  - Open House for the Twin Tech Home
  - Firefly Nights Fall Festival
  - Firefly Nights Summer Friday
  - Project Connect
  - Early Intervention Child Find Events
  - DSP Appreciation Week
  - SO vs. Staff Game – friendly competition
  - Golf Buddies
  - Bowling Green Farmer's Market Participation
  - Community Engagement Organizational Excellence Award for partnership in the Community Photography Projects Class
  - Wood County Fair Daily Activities
  - Wood County Fair Kiddie Pedal Pull
  - Law Enforcement Torch Run
  - Community Photography Project Gallery at Four Corners
  - Internships and student placement throughout the organization
  - Participation in Perrysburg "Things That Go" event

## ***Goal 5 – Continuously improve operations***

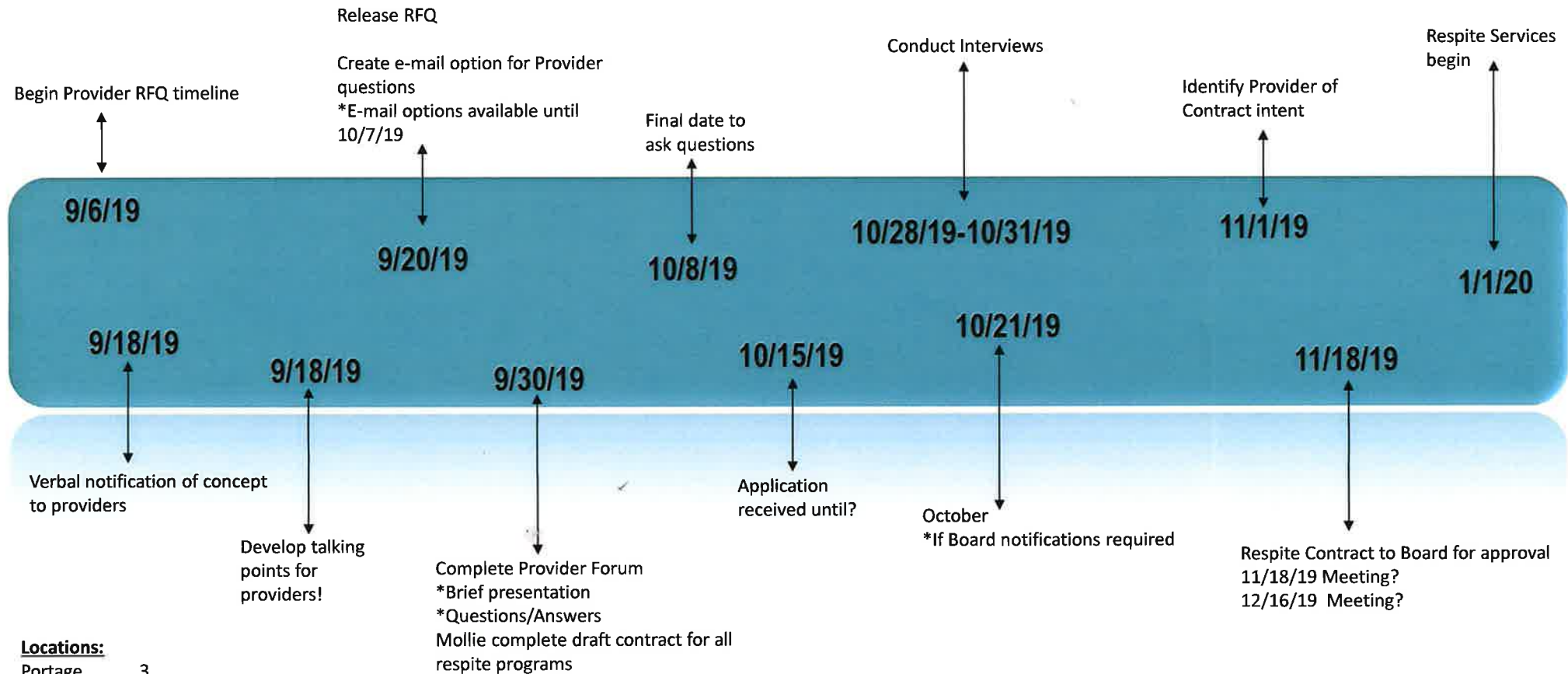
- Evaluation of software completed
  - Transition to new software (Brittco) in January of 2019
  - Brittco enhancements
    - Family Support tracking
    - Local Funds tracking
  - Clear Point Strategic Plan Software ready for implementation January 2020
  - Implementation of Intellinetics in July 2019
- Increased data tracking in place
  - Monthly reports
  - Continuous evolution
  - Clear Point Strategic Planning Software
- Utilization of data driven decision making
- Increasing the capabilities of technology infrastructure
  - Microsoft Surface Pros with LTE

- Agency security cameras
- School safety renovation
- Agency Lease Program for copiers
- Internet service upgrade in addition to secondary service for backup
- Intellinetics – document management software
- Conversion of internet web sites to update software tools
- New copiers with expanded capability including security options
- Implementation of up to date phone system
- Increase internal communication and collaboration
  - Must remain vigilant on increasing internal communication
  - Engage Survey participation
- Held team building activity at BGSU to improve collaboration between teams
- Acquired a variety of speakers to present/train during in-service on numerous topics including, but not limited to:
  - “Appreciology”, communication devices, positive culture/environment, and remote supports
- Increase use of SharePoint
  - Just scratched the surface
- External partnerships continue
  - Family and Children First Council
  - United Way
  - Job and Family Services
  - Wood County Schools
  - ESC
  - Wood County Commissioners
  - County wide collaborations
  - Elected Officials
  - Law Enforcement
  - Court System
  - OPRA
  - Membership in Autism Provider Network of NOW
  - Wood County Plays Project
  - Music Makers collaboration with BGSU
  - BGSU class presentation on the FLASH curriculum
- Archer Compensation Study completed December of 2017
  - Initial implementation March 2018
  - Continued efforts of ongoing pay plan maintenance - 2019
- **Staffing models consistently updated per agency growth and need**
  - HR
  - Fiscal
  - Maintenance
  - Custodial
  - Early Intervention
  - SSA
  - Transportation
  - Medicaid Services
  - Behavior Support
  - Provider Relations
  - Quality Assurance
  - Communications

- Administrative Assistants
- Employment Navigator
- Transition Specialist
- Provider Relations
- Recreation
- Communications
- Children's Services
- Developmental Specialist
- Additional classroom, including an additional teacher
- Increased staff training through Lynda.com
- Developed supervisor/coordinator monthly trainings
- Conducted an employee opinion survey through Energage
- Updated electronics records system to Intellinetics
- Improved Facility function, flexibility, and efficiency
  - Completion of the Service and Support Building Renovation, which addressed additional office space needs and provided a large Conference Center
  - Selected Thomas Porter Architects/MDA Engineering to address outdated and inefficient HVAC systems in all three campus buildings. Earl Mechanical was selected after a Public Bid process with renovations to begin late November 2019
  - Developed an RFQ that went out statewide to allow the Board to properly vet and select a firm to design and implement a campus-wide security upgrade. Garmann-Miller was selected from the five design firms that were interviewed
  - Garmann-Miller was also selected to perform the design of a new on-campus storage/maintenance facility with office space. This facility, when completed, will allow the Board to sell the building on Fairview Avenue
  - The building and property at 705 Newton Road was sold at Public Auction

Draft 9/6/19  
 Revised 9/16/19

# Respite Provider RFQ Timeline



**Locations:**

- Portage 3
- Rossford 3
- Perrysburg 2/2

## **SAVE THE DATE: DD AWARENESS MONTH 2020**

### **Friday, February 28 : Awards Banquet**

This event recognizes the outstanding work done throughout the year by DSP's, providers, board of DD employees and people served in the Wood County community.

### **Tuesday- Thursday March 3-5: Celebrate EDU Workshops**

Celebrate EDU is an organization dedicated to providing business and entrepreneurial education to people with developmental disabilities. While here, they will run several workshops for community members, providers, and people served.

### **Tuesday, March 10: Community Basketball Game**

The Community Basketball Game pairs our Special Olympics Basketball Athletes against key community members for an evening of competition, fun, and community.

### **Thursday, March 19: Improvaneer Workshop and Performance with Provider Showcase**

The Improvaneers are an up-and-coming comedy troupe of performers with Down syndrome located in the Akron area. They'll be offering people served in Wood County the opportunity to participate in an improv workshop and perform for the Wood County community later in the evening at our Spring Provider Showcase.

### **Friday, March 27: Best Buddies Ambassador Training**

The Best Buddies Ambassador Training is a program that provides training for participants with and without intellectual and developmental disabilities (IDD) in areas of speech writing, public speaking, and self-advocacy.

**Stay tuned for an update on our Community Conversation: Date and Topic to be determined!**

