

July 21, 2008

65-08 Approval of the Agenda

66-08 Approval of the Minutes of the May 19, 2008 regular Board Meeting
Concurrence with the payment of bills in May, pages 1-13, 15-20, 22-26, 28-29, 31-34,
and 36-41 and concurrence with the payment of bills in June, pages 1, 3-32, 34-35,
and 37-43

Accept Personnel Report

Hire of Amanda Dunn as Employment Specialist

Hire of Jennifer Phillips as Workshop Assistant/Bus Aide

Hire of Laura Osting as Preschool Instructor

Hire of Lynn Stienecker as Music Instructor

Transfer of Julie Robinson from Help Me Grow Family Home Visitor to Help Me
Grow Service Coordinator Associate

67-08 Concurrence with the payment of bills in May, pages 14, 21, 27, 30 and in June, page 2

68-08 Concurrence with the payment of bills in June, page 33

69-08 Concurrence with the payment of bills in May, page 35 and in June, page 36

70-08 Approve Direct Service Providers

71-08 Approve Fund Transfers and Supplemental Appropriations

72-08 Approve Grant to LODDI, Inc.

73-08 Approve Purchase of Vans – Withdrawn

74-08 Approve Specifications for Buses and Authorize Advertisement for Bids

75-08 Approve Salary Schedule

76-08 Renew Contracts and Approve Salaries

77-08 Policy Actions:

8.11 Major Unusual Incidents/Unusual Incidents for Adoption

Adopt Handbooks

Preschool

Marimor School

78-08 Approve Participation in Research

79-08 Approve Curriculum for Marimor School

80-08 Approve Fee Schedule

81-08 Approve the Purchase of an Electronic Time and Attendance System

82-08 Approve Revised Agreement with Family and Children First Council

83-08 Approve Specifications for Resurfacing the Bus Garage Parking Lot and Submit to the Allen County Commissioners

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

MINUTES
July 21, 2008

4:45 p.m. Regular Board Meeting
2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Monday, July 21, 2008. President Goodin called the meeting to order at 4:50 p.m. with the following roll call response:

Mr. David Bowers, present	Mr. Charles Fuller, present	Mr. Edward Healey, present
Mr. Gregory Miller, excused	Dr. Jon Rockhold, present	Mrs. Kathryn Williams, excused
Mrs. Gina Goodin, present		

II. Focus

Mission The mission of the Allen County Board of MR/DD is to partner with eligible individuals and their families to assure the availability of the services and supports needed to participate within their community as they choose.

Vision Rebecca Boutin read our vision statement. Additionally, she shared the meaning behind the new logo she developed for our Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Authorize Purchase of Time and Attendance System	Superintendent Baldrige
Approve Revised Agreement with Family & Children First Council	Superintendent Baldrige
Approve Specifications for Resurfacing the Bus Garage Parking Lot And Submit to the Allen County Commissioners	Superintendent Baldrige

RESOLUTION 65-08:

Dr. Rockhold moved to approve the agenda.

Mr. Healey seconded the motion to approve the agenda.

Mr. Fuller, yes	Mr. Healey, yes	Dr. Rockhold, yes
Mr. Bowers, yes	Mrs. Goodin, yes	

- IV. Correspondence
 - A. Letter of Appreciation – Angela Carman
 - B. Thank You Card – Deborah Herr
 - C. Card – Jen, Brad, Jack and Alex Place

- V. Hearing of the Public

- VI. Reports

- A. Staff Report – A Day in the Life of an SSA

Phyllis Steele, SSA Community Services Manager, presented a slideshow on the overview of functions of Service and Support Associates (SSA's) as defined in law. Theresa Schnipke, SSA Waiver/Residential Manager, spoke about the different issues that SSA's deal with everyday and reviewed several daily logs.

- B. Best Practice – Martha Nance shared with the Board two of the Best Practices that the Auditor of State has developed. The first one was Occupational Fraud and Abuse. This Best Practice listed and defined different types of occupational fraud such as asset misappropriation, corruption and fraudulent statements. The second Best Practice was Fraud Indicators - "Red Flags". This Best Practice listed general red flags, red flags in purchasing and disbursement, in sales/receipts/accounts receivable and red flags in payroll.

- VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 66-08: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the May 19, 2008 regular meeting of the Allen County Board of MR/DD.
 - B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD pages 1 – 13, 15 – 20, 22 – 26, 28 – 29, 31 -34, and 36 – 41 for May 2008 and pages 1, 3 – 32, 34 – 35, and 37 – 43 for June 2008.
 - C. Accept the Personnel Report
 - 1. New Hires
 - a. Amanda Dunn was hired into the position of Employment Specialist effective May 12, 2008 at Step 2 on the AFSCME Salary Schedule. She previously worked for the Board as a substitute Instructor.
 - b. Jennifer Phillips was hired into the position of Workshop Assistant/Bus Aide effective May 29, 2008 at Step 0 on the AFSCME Salary Schedule. She previously worked for the Board as a substitute Workshop Asst/Bus Aide.
 - c. Laura Osting was hired into the position of Preschool Instructor effective August 14, 2008, at the BA – 0 Step on the MEA Salary Schedule.
 - d. Lynn Stienecker was hired into the position of Music Instructor effective August 14, 2008, at the MA – 4 Step on the MEA Salary Schedule.

2. Transfers

- a. Julie Robinson transferred from a Help Me Grow Family Home Visitor to a Help Me Grow Service Coordinator Associate effective June 5, 2008 at an annual salary of \$35,000.

Dr. Rockhold moved to accept the recommendation of the Superintendent.

Mr. Healey seconded the motion to accept the recommendation of the Superintendent.

Mr. Healey, yes	Dr. Rockhold, yes	Mr. Bowers, yes
Mr. Fuller, yes	Mrs. Goodin, yes	

VIII. Exception Agenda

SUPERINTENDENT'S RECOMMENDATION 67-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, pages 14, 21, 27, 30 for May 2008 and page 2 for June 2008.

Mr. Healey moved to accept the recommendation of the Superintendent.

Mr. Fuller seconded the motion to accept the recommendation of the Superintendent.

Dr. Rockhold, abstain	Mr. Bowers, yes	Mr. Fuller, yes
Mr. Healey, yes	Mrs. Goodin, yes	

SUPERINTENDENT'S RECOMMENDATION 68-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 33 for June 2008.

Mr. Fuller moved to accept the recommendation of the Superintendent.

Mr. Healey seconded the motion to accept the recommendation of the Superintendent.

Dr. Rockhold, yes	Mr. Bowers, yes	Mr. Fuller, yes
Mr. Healey, yes	Mrs. Goodin, abstain	

SUPERINTENDENT'S RECOMMENDATION 69-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 35 for May 2008 and page 36 for June 2008.

Dr. Rockhold moved to accept the recommendation of the Superintendent.

Mr. Healey seconded the motion to accept the recommendation of the Superintendent.

Mr. Bowers, abstain	Mr. Fuller, yes	Mr. Healey, yes
Dr. Rockhold, yes	Mrs. Goodin, yes	

IX. Superintendent's Report

A. Fiscal

May 2008

Fund 2018, General Fund

1.	Local Tax Revenue	
a.	Mobile Home Tax	9,308.11
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,205.59
b.	Sales – Cafeteria	3,601.05
c.	Other Enrollee Fees	577.00
d.	Services - Tuition	3,569.09
e.	Services - Supported Employment	5,197.50
3.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	74,393.32
b.	Dept. of Ed. Funding-Preschool	10,562.43
c.	Dept. of Ed. Transportation	5,624.94
d.	HMG TANF	40,706.00
e.	HMG General Revenue	5,514.25
f.	HMG Part C	12,476.04
g.	Title XIX – Medicaid	114,776.76
h.	Other Receipts	660.50
4.	Other Revenue	
a.	Refund	1,746.57
b.	Employee Portion of Hospitalization	28,460.87
c.	Employee Optional Life	1,813.44
d.	Sundry Revenue	523.75

Fund 2075, Family Resource Services

1.	Reimbursements	116.73
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Fund 2077, Residential Services

1.	Other Receipts	2,848.19
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Fund 2460, Early Childhood Special Education

1.	Grant Revenue	5,055.77
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Fund 2469, Special Education, Part B

1.	Grant Revenue	12,840.05
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Fund 2930, Unspecified

1.	Donations	789.57
2.	Interest	408.86

Fund 4018, Permanent Improvement

1.	Local Tax Revenue	
a.	Mobile Home Tax	809.42

June 2008

Fund 2018, General Fund

1.	Local Tax Revenue	
a.	Personal Property Tax	128,889.80
b.	Homestead Rollback Exemptions	956.07
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	2,595.78
b.	Sales – Cafeteria	427.55
c.	Services - Tuition	2,696.23
d.	Services – Transportation	465.66
e.	Services - Supported Employment	4,492.76
f.	Services – Other	57,377.82
3.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	111,701.22
b.	Dept. of Ed. Funding-Preschool	17,665.69
c.	Dept. of Ed. Transportation	11,077.74
d.	Dept. of Ed. Bus Purchase	1,600.00
e.	HMG TANF	46,196.20
f.	HMG General Revenue	22,064.10
g.	HMG Part C	870.39
h.	HMG Grants	850.08
i.	Federal School Breakfast Program	4,013.59
j.	Federal School Lunch Program	6,249.11
k.	Title XIX – Medicaid	130,393.72
l.	Title XX	22,212.00
m.	Other Receipts	615.00
4.	Other Revenue	
a.	Refunds	200.00
b.	Employee Portion of Hospitalization	28,398.84
c.	Employee Optional Life	1,808.29
d.	Sundry Revenue	1,095.62

Fund 2075, Family Resource Services

1.	Reimbursements	2,215.55
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Fund 2077, Residential Services

1. Other Receipts 2,401.47

Fund 2469, Special Education, Part B

1. Grant Revenue 10,516.82

Fund 2930, Unspecified

1. Donations 2,150.64
2. Interest 629.90

Fund 4018, Permanent Improvement

1. Local Tax Revenue
a. Personal Property Tax 11,207.81
b. Homestead Rollback Exemption 83.15
2. Sundry Revenue 1,571.90

Fund 9893, Flexible Spending Account

1. Employee Contribution 2,297.24

B. Administrative

1. Children's Services Report, May and June
2. Adult Services Report, June and July
3. Community Support Services Report, May and June and LODDI, Inc. meeting minutes of June 5, 2008 and May and June Financial Statements
4. Help Me Grow Report, May and June
5. Human Resource Report May and June and the HR Newsletters, June and July

X. Old Business

XI. Board Discussion

Superintendent Baldrige asked the Board Members if they would like to sponsor a resolution to go before the Delegate Assembly at the OACBMRDD meeting in October to proceed with change the name of County Boards of MRDD to County Boards of Developmental Disabilities. Superintendent Baldrige stated that the clients from Athens County are pushing for this to happen. Union County has already changed its name by "doing business as". Delaware County has changed their name a few years ago. The Prosecutor from Butler County said that they would have to change their name, they can not do "doing business as". Our clients in Allen County are also vocal about wanting to change our name. Only seven states in the nation use MR in their title.

Superintendent Baldrige stated that we would have to change our sign out front. We would be able to do the name change on our buses ourselves. The change in our letterhead and newsletter can also be done internally.

Mr. Bowers did not think that we would get any negative feedback; he believes people would see it as a positive change. Dr. Rockhold stated that we would need to educate the public. Mr. Healey feels that the community identifies us with Marimor and not the formal name.

The Board Members discussed the Board Self Evaluation. One of the goals and objectives was obtain more funding and grants. Currently staff work on grant writing and coordinating volunteers in their spare time. We may want to consider contracting this out. Angie Herzog, Adult Services Director, consistently applies for the ODOT Van Grant. Peggy Cockerell, Director of Education, also generates a lot of grants.

Gina Goodin stated that she would help develop an agency-wide parent directory so that parents can network with each other.

On the Board Self-Evaluation Mr. Healey stated that he would like to have more training on the Superintendent evaluation. He would like the Board to discuss the evaluation before they complete the paper evaluation. He stated that the paper evaluation was hard to fill out each year and that maybe the form can be simplified. Mr. Healey will look for different options for the evaluation. Superintendent Baldrige will check with Dan Ohler to see what other counties use.

Gina Goodin received a book called the Simple Truths of Service from the sister of an individual that we serve. Gina would like each Board Member to read the book. She felt that it was very inspiring.

Superintendent Baldrige stated that two Board Members will be leaving the Board. She asked that the Board Members make recommendations to her for possible replacements.

XII. Committee Reports

A. Ethics Council – Met July 21, 2008

ETHICS COUNCIL RECOMMENDATION 70-08: The Ethics Council recommended and so moved the following direct service contracts be approved as presented:

<u>Provider</u>	<u>Contract Period</u>	<u>Contract Rate</u>
Carol Patrick	1 Year	\$75.00 per hour

Mr. Fuller moved.

Dr. Rockhold seconded the motion of the Ethics Council.

Mr. Bowers, yes
Dr. Rockhold, yes

Mr. Fuller, yes
Mrs. Goodin, yes

Mr. Healey, yes

B. Finance Committee – Met July 16, 2008

1. Approve Fund Transfers and Supplemental Appropriations

FINANCE COMMITTEE'S RECOMMENDATION 71-08: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

From 20771631 340120, Service – Staff Support, Residential Services Fund
To 20771693 930001, Transfer Out, Residential Services Fund
\$271.24 to cover emergency care provided through Family Resource Services

From 40040331 340599, Services Sundry, Adult Services, Contracted Services
To 40040331 360210, Building Lease, Adult Services, Contracted Services
\$9,000 to cover cost of lease at ArtSpace Lima

From 70070117 175001, Medical Premiums, Community Support Services
To 70070117 170043, Salary – Temporary Employees, Community Support Services
\$7,000 to cover medical leave and clerical support during maternity leave

From 90090117 175001, HMG, Medical Premiums
To 90090131 310004, HMG, Utilities – Telephone
\$3,645 to cover cost of telephone

From 50050131 370400, Transportation, State Match
To 40040331 370400, Adult Services, Contracted Services, State Match Funds
\$273,025 to cover transportation match since the State is not breaking transportation costs out

From 40040117 171001, Adult Services, Support, PERS
To 40040017 171002, Adult Services, Support, STRS
\$500 to cover STRS for a teacher who will be subbing during the summer

From 90090117 173001, HMG, Workmen’s Compensation
To 90090121 211001, HMG, Postage
\$2,129 to cover postage needs for the remainder of the year

From 90090117 175001, HMG, Medical Premiums
To 90090141 410450, HMG, Equipment < \$500
\$6,400 to cover equipment needs

From 10010117 179001, Administration, Reserve Fund
To 90090121 211000, HMG, Office Supplies
\$5,900 to make end of State fiscal year purchases

From 10010117 179001, Administration, Reserve Fund
To 90090121 21909, HMG, Sundry
\$24,000 to make end of State fiscal year purchases

From 30030117 175001, Children’s Services, Support, Medical Premiums
To 30030231 340234, Children’s Services, Early Intervention, Services – Physical Therapy
\$10,000 to meet the demands for Physical Therapy

From 30030417 175001, Children’s Services, School Age, Medical Premiums
To 30030231 340232, Children’s Services, Early Intervention, Services – Physical Therapy
\$10,000 to meet the demands for Physical Therapy

Approve Inter-Fund Transfers

From 20771693 930001, Transfer Out, Residential Services Fund
To 20750491 590901, Transfer In, Family Resource Services Fund
\$271.24 to cover emergency care provided through Family Resource Services

From 20751693 930001, Family Resource Services, Transfer Out
To 00180491 590901, General Fund, Transfer In
\$4,445.07 administrative cost transfer

From 20771693 930001, Residential Service Fund, Transfer Out
To 00180491 590901, Transfer In, General Fund
\$125,000 to cover administrative costs and quality assurance reviews

From 10010194 940001, General Fund, Advance Out
To 20780492 590902, Innovative Programs – Title V, Advance In
\$152 to maximize the use of the grant

Approve Supplemental Appropriations

20781621 210001 Innovative Programs – Title V, Supplies General
\$152 the grant award was increased

Dr. Rockhold moved.

Mr. Healey seconded the motion of the Finance Committee.

Mr. Fuller, yes
Mr. Bowers, yes

Mr. Healey, yes
Mrs. Goodin, yes

Dr. Rockhold, yes

2. Approve Grant to LODDI, Inc.

The LODDI Board has evaluated their needs for the current year. Roofs are self explanatory. The drive and asphalt at 669 W. Grand is largely an effort to deal with neighbor issues. The siding on 639 W. Grand is an aesthetic issue that has been on their agenda for many years. We had budgeted \$20,000 for this year, however, in light of this analysis, Jeannie Stahl is requesting \$30,000. This will come out of the Housing line item in the Residential Fund – 2077. In reviewing their financial statement through June 2008, LODDI has a fund balance of \$19,828.58.

FINANCE COMMITTEE’S RECOMMENDATION 72-08: The Finance Committee recommended and so moved that the Board award LODDI, Inc. a grant in the amount of \$30,000 for improvements and maintenance of the residential properties they own.

Dr. Rockhold moved.

Mr. Bowers seconded the motion of the Finance Committee.

Mr. Healey, yes
Mr. Fuller, yes

Dr. Rockhold, yes
Mrs. Goodin, yes

Mr. Bowers, yes

3. Approve Purchase of Vans - Withdrawn

FINANCE COMMITTEE’S RECOMMENDATION 73-08: The Finance Committee recommends and so moves that the Board purchase two 12-passenger vans, Model E-350, manufactured by Ford. This purchase would be through State Purchasing, at a cost not to exceed:

<u>Quantity</u>	<u>Description</u>	<u>Price per Unit</u>	<u>Total Cost</u>
2	Vans	\$19,898.00	\$39,796.00
2	All Terrain Sets of Tires	\$ 897.00	\$ 1,794.00
2	Rear Step Bumper	\$ 159.00	\$ 318.00
2	30-Day Tags	\$ 10.50	\$ 21.00
2	Delivery Charges	\$ 60.00	\$ 120.00
1	Shop Manual	\$ 95.00	\$ 95.00
		\$21,119.50	\$42,144.00

4. Approve Specifications for Buses and Authorize Advertisement for Bids

There are new EPA requirements coming next year on school buses which will add a cost of \$20,000 per bus. When our buses were inspected this year, they advised us that three buses need to be replaced because of the extensive work needed on the floors and bodies. They stated these buses will not pass next year unless new body panels are in place for all three buses and the floor is replaced on one of them.

FINANCE COMMITTEE’S RECOMMENDATION 74-08: The Finance Committee recommended and so moved that the Board approve the specifications for new buses and authorize the administration to go out for bid for two new buses with two trade-ins.

Mr. Healey moved.

Mr. Bowers seconded the motion of the Finance Committee

Dr. Rockhold, yes
Mr. Healey, yes

Mr. Bowers, yes
Mrs. Goodin, yes

Mr. Fuller, yes

C. Personnel Committee – Met July 16, 2008

1. Approve Salary Schedule

In comparing the Allen County Salary Schedule with other counties in Ohio, it appears that we are in good shape at the lower end of our salary schedule, but not the upper end. Therefore, the Personnel Committee is recommended we increase the top of the range by 4.5% which equals the Consumer Price Index for the past year. With this change, we still have three people whose recommended salary will exceed the range.

PERSONNEL COMMITTEE RECOMMENDATION 75-08: The Personnel Committee recommended and so moved the Board approve the following revised salary schedule, effective August 1, 2008:

Salary Grade	Point Range		Min	Mid	3/4	Max
1	0	539	\$ 16,826	\$ 22,918	\$25,965	\$ 29,011
2	540	589	\$ 19,069	\$ 25,520	\$28,745	\$ 31,971
3	590	619	\$ 21,311	\$ 28,590	\$32,230	\$ 35,869
4	620	659	\$ 23,559	\$ 31,516	\$35,494	\$ 39,473
5	660	699	\$ 25,801	\$ 34,573	\$38,959	\$ 43,344
6	700	739	\$ 30,286	\$ 40,550	\$45,682	\$ 50,814
7	740	779	\$ 32,529	\$ 43,621	\$49,167	\$ 54,713
8	780	815	\$ 34,776	\$ 46,533	\$52,411	\$ 58,289
9	816	839	\$ 38,137	\$ 51,056	\$57,515	\$ 63,974
10	840	879	\$ 40,385	\$ 54,112	\$60,976	\$ 67,840
11	880	909	\$ 42,627	\$ 57,038	\$64,243	\$ 71,449
12	910	935	\$ 44,870	\$ 60,092	\$67,704	\$ 75,315
13	936	959	\$ 47,112	\$ 63,015	\$70,967	\$ 78,919
14	960	999	\$ 49,355	\$ 66,073	\$74,431	\$ 82,790
15	Above 1000					

If above range - 50% of recommended salary above the range will be paid as lump sum bonus.

Dr. Rockhold moved.

Mr. Fuller seconded the motion of the Personnel Committee.

Mr. Bowers, yes
Dr. Rockhold, yes

Mr. Fuller, yes
Mrs. Goodin, yes

Mr. Healey, yes

2. Renew Contracts and Approve Salaries

PERSONNEL COMMITTEE RECOMMENDATION 76-08: The Personnel Committee recommended and so moved that the salaries identified be awarded effective August 1, 2008 and that administrative staff who are identified in bold have their contracts renewed effective August 1, 2008 through July 31, 2009.

EMPLOYEE		POSITION	Salary	Bonus
Bailey	Julie	Adm. Asst. Superintendent & HR	34,238	
Bassitt	Heather	HMG-Administrative Assistant	31,514	
Battle	Tammy	Job Developer	34,165	
Benfield	Rochelle	Secretary Receptionist HMG	11.39	
Blass	Barb	HMG Project Director	61,381	
Burklo	Matt	Habilitation Manager	52,427	
Burnett	Katherine	Nursing Coordinator	67,029	
Calvelage	Christine	Admin Asst. - Fiscal/Technology	43,547	

Cartwright	Vickie	Behavior Support Specialist	48,084	
Cockerell	Peggy	Director of Education	82,790	277
Coil	Amanda	HMG Service Coord	36,472	
Conley	Melodie	Employment Services Manager	56,825	
Diller	Andrew	Student Services Coordinator	42,709	
Ducey	Jeff	Job Developer	33,244	
Dunbar	Anne	Intake Support Services Coordinator	50,282	
Ernest	Bethany	Service and Support Associate	36,310	
Evans	Shirley	MUI Investigator	53,245	
Felgar	Theresa	Admin Asst. - Industry	37,162	
Fitzgerald	Michael	Maintenance Foreman	45,539	
Foster	Susan	Adult Services Nurse	50,450	
Garland	Karen	Adm. Asst. Transportation	33,167	
Guyton	Steven	Early Childhood Education Coordinator	63,974	77
Hardesty	Joan	Cook	30,231	
Heminger	Terrence	Marketing Representative	33,925	
Herzog	Angela	Adult Services Director	81,930	
Hodosko	William	Information Systems Tech Coordinator	51,884	
Hoehn	Brandon	Service and Support Associate	34,405	
Holtgreven	Rebecca	Service and Support Associate	46,156	
Howell	Susan	Transportation Director	54,984	
Kirk	Lisa	Admin Asst.-Business	35,009	
Klima	Alicia	Service and Support Associate	33,749	
Kreinbrink	Vickie	Service and Support Associate	46,773	
Lamb (Sheets)	Carmen	HMG-Service Coordinator	34,492	
Leigh	April	HMG-Service Coordinator	34,574	
Longsworth	Melissa	HMG -Child Find Service Coordinator	39,807	
McCullough	Karen	Service and Support Associate	37,056	
McVetta	Jana	Service and Support Associate	53,018	
Miller	Annette	Admin Asst.	32,007	
Miller	Kristen	Quality Assurance Specialist	45,975	
Miller	Traci	HMG Service Coordinator	34,608	
Mohr-Shank	Stephanie	Service and Support Associate	36,425	
Morris	Colleen	Service and Support Associate	45,452	
Nagy	Slone	Service and Support Associate	47,046	
Nance	Martha	Director of Business	71,235	
Powell	Dennis	Industrial Systems Manager	67,840	82
Ribley	Neil	Industrial Systems Assistant	45,109	
Robinson	Julie	HMG-Service Coordinator Associate	36,838	
Sarsalari	Alexandra	HMG-Service Coordinator	16.27	
Schnipke	Theresa	SSA Manager - Waiver	68,784	
Schweingruber	Kristy	Service and Support Associate	42,382	
Sherrick	Mary	Adult Services Nurse	41,228	
Smith	Joshua	Service and Support Associate	34,609	

Snyder	Michelle	MUI Investigator	52,974	
Stahl	Jeannie	Dir. of Comm. Support Services	81,909	
Steele	Phyllis	SSA Manager - Community Services	74,414	
Steiger	Mike	HR Director	60,755	
Sturgill	Julie	Service and Support Associate	50,387	
Tomasi	Jennifer	Service and Support Associate	38,029	
Troyer	JoyEllen	Service and Support Associate	36,735	
Troyer (Snyder)	Sarah	Service and Support Associate	36,397	
vonderEmbse	Greg	Service and Support Associate	52,198	
Wenger	Angela	Service and Support Associate	48,454	
Werling	Rebecca	Admin Asst.	43,574	
Wilker	Andrew	Industrial Accountant	43,342	
Wilson	Misti	HMG - Family Support Specialist	14.02	
Wise-Sawmiller	Cynthia	HMG-Service Coordinator	34,283	
Wurth	Gina	Admin Asst. - Case Management	42,074	
Zimmerly	Cheryl	Medicaid Services Specialist	52,947	

Dr. Rockhold moved.

Mr. Fuller seconded the motion of the Personnel Committee

Mr. Bowers, yes
Dr. Rockhold, yes

Mr. Fuller, yes
Mrs. Goodin, yes

Mr. Healey, yes

D. Planning Committee

E. Policy Committee – Met July 21, 2008

No comments have been received on MUI/UI policy, so it can proceed for adoption.

Peggy Cockerell has updated the mission and vision in each handbook. The sections on transportation have some changes. Cafeteria prices have been updated and the proposed new curriculum has been included. The timing for IEP development and progress reporting has been changed at the request of the public schools we serve.

POLICY COMMITTEE RECOMMENDATION 77-08: The Policy Committee recommended and so moved the following actions:

1. Adopt Policy
 - 8.11 Major Unusual Incidents/Unusual Incidents
2. Adopt Handbooks
 - Preschool
 - Marimor School

Mr. Healey moved.

Dr. Rockhold seconded the motion of the Policy Committee.

Mr. Fuller, yes
Mr. Bowers, yes

Mr. Healey, yes
Mrs. Goodin, yes

Dr. Rockhold , yes

XIII. New Business

A. Approve Participation in Research

Cris Wildermuth is a doctoral student at Bowling Green State University, is starting an **Engagement and Personality Study** for her dissertation. She has asked permission to survey our staff for her study. At the conclusion of her study, she will share her results with whatever group we choose. Her description is as follows:

Purpose of the study: I am investigating relationships between personality traits and employee engagement specifically within human services professionals and paraprofessionals. Within this group I anticipate having teachers, nurses, social workers, and various assistants who deal directly with clients. I am particularly interested in Boards of MRDD because of the need for caring and compassion and the level of difficulty of the job.

Methodology and instrumentation: Participants will complete two surveys: the WorkPlace Big Five personality profile (WPB5), and the Job Engagement Survey (JES). The WPB5 takes about 5-10 minutes to complete, the JES should take about 10 minutes. The instruments would be sent by email either by the administrator of the participating agency or directly by me if you share with me the participants' emails. If needed, I can send some paper surveys as well.

Benefits for the participating organization: As initially designed, the main benefit for the participating organizations is the engagement and personality data on its staff, which could be valuable for later managerial and organizational interventions to enhance engagement. I will be happy to meet with the administrators and with the board after the data is analyzed to report the results and make appropriate recommendations.

Benefits for the participants: Employees are major stakeholders at their organizations. They benefit, therefore, from data that will assist their managers design interventions to improve the work environment for themselves and for their clients. This is the main benefit for participants. I will be happy, however, to meet with the participants after the research is completed to share the results and explain the benefits of engagement.

Voluntary participation: Even though I am looking for agencies that are interested in the data and will thus endorse my study (i.e. let participants know that I have your permission to contact them, share their emails or forward my letters, etc.), participation must be strictly voluntary and any participant may drop out at any moment. I will appreciate it if the participating agency allows participants to complete the study during normal working hours, as this greatly increases participation and response rates (and makes the data collected at the agency more meaningful).

Protection of institutional data: The name of the organization or any other information that clearly identifies it will not be included in the dissertation report or shared with anyone outside my direct doctoral committee.

Protection of participants' confidential information: Only aggregate data will be shared with the administration, no one else other than me and the organization that processes the personality data (CentACS,

of North Carolina) will have access to individual results. For the protection of participants, aggregate data will include no fewer than 50 cases.

Timing: While this part is also negotiable and dependent on the needs and constraints of participating organizations, I am planning to collect the data during the months of July and if needed, early August.

SUPERINTENDENT'S RECOMMENDATION 78-08: Superintendent Baldrige recommended the Board approve research on Personality and Engagement to be conducted by Cris Wildermuth on staff of the Allen County Board of MR/DD and authorize staff to complete the survey during paid work time.

Mr. Healey moved to accept the recommendation of the Superintendent.

Mr. Fuller seconded the motion to accept the recommendation of the Superintendent.

Mr. Healey, yes	Dr. Rockhold, yes	Mr. Bowers, yes
Mr. Fuller, yes	Mrs. Goodin, yes	

B. Adopt Curriculum for Marimor School

Peggy Cockerell is recommending the Board adopt the new curriculum the school would like to use during the next year. The name of it is *unique learning system* developed by News-2-You, Inc.

SUPERINTENDENT'S RECOMMENDATION 79-08: Superintendent Baldrige recommended the Board approve the *unique learning system*, developed by News-2-You, Inc. as the curriculum to be used at Marimor School.

Mr. Healey moved to accept the recommendation of the Superintendent.

Mr. Bowers seconded the motion to accept the recommendation of the Superintendent.

Dr. Rockhold, yes	Mr. Bowers, yes	Mr. Fuller, yes
Mr. Healey, yes	Mrs. Goodin, yes	

C. Approve Fee Schedule

It is again time to submit the Fee Schedule to the Rehabilitation Services Commission. Angie Herzog and Martha Nance have worked together to develop it.

SUPERINTENDENT'S RECOMMENDATION 80-08: Superintendent Baldrige recommended the Board adopt the following fee schedule effective October 31, 2008:

Community-Based Assessment	\$52/hour or \$855/week
Vocational Evaluation	
Job Shadow	\$48/hour
Work Assessment	\$600 flat fee
Job Coaching	\$50/hour
Job Placement	
Job Development	\$50/hour
Follow-Along	\$50/hour

Job Retention	\$48/hour
Job Seeking Skills Training	\$48/hour or \$400 per person in a group of 2-4
Personal Adjustment	\$50/hour
Transition to Work Program	
Intake & Assessment	\$600 flat fee
Work Experience	\$1,100 flat fee
Job Development	\$800 flat fee
Placement	\$800 flat fee
Retention	\$500 flat fee
Project Search	
Intake and Assessment	\$500 flat fee
Internship/Rotation Training	\$800 flat fee
Job Development	\$1,200 flat fee
90-Day Retention	\$500 flat fee
Sign Language Interpreting	\$30/hour
Spanish Translating	\$30/hour
Transportation	\$2.00/mile

Mr. Bowers moved to accept the recommendation of the Superintendent.

Dr. Rockhold seconded the motion to accept the recommendation of the Superintendent.

Dr. Rockhold, yes	Mr. Bowers, yes	Mr. Fuller, yes
Mr. Healey, yes	Mrs. Goodin, yes	

D. Approve the Purchase of an Electronic Time and Attendance System

Currently the cost of staff time spent on payroll ranges from \$34,411.20 - \$40,197.11. All payroll is processed by hand here at the Board. Once the summary gets to the Auditor's office, it is processed electronically in a system called MUNIS. There are two systems which claim to upload into MUNIS. The one system has very bad references and costs about 4 times the amount of the proposed system. We have worked with the Auditor's office and they support our purchase of this system.

SUPERINTENDENT'S RECOMMENDATION 81-08: Superintendent Baldrige recommended the Board approve the purchase of TimeClock Plus produced by Data Management, Inc. in San Angelo, Texas at a cost of \$16,188.06.

Dr. Rockhold moved to accept the recommendation of the Superintendent.

Mr. Fuller seconded the motion to accept the recommendation of the Superintendent.

Mr. Bowers, yes	Mr. Fuller, yes	Mr. Healey, yes
Dr. Rockhold, yes	Mrs. Goodin, yes	

E. Approve Revised Agreement with Family and Children First Council

The County Administrator was uncomfortable with the language in the Agreement between our Board and the Family and Children First Council. Additionally, the dollar amount available has now been received from the State. Therefore, Superintendent Baldrige requested the Board approve the revised Agreement.

SUPERINTENDENT'S RECOMMENDATION 82-08: Superintendent Baldrige recommended the Board approve Agreement with the Board of County Commissions on behalf of the Allen County Family and Children First Council for the provision of Help Me Grow Services funded by State General Revenue Funds in the amount of \$101,716 and Part C funds in the amount of \$108,463 for the period of July 1, 2008 – June 30, 2009.

Mr. Healey moved to accept the recommendation of the Superintendent.

Mr. Bowers seconded the motion to accept the recommendation of the Superintendent.

Mr. Bowers, yes
Dr. Rockhold, yes

Mr. Fuller, yes
Mrs. Goodin, yes

Mr. Healey, yes

F. Approve Specifications for Resurfacing the Bus Garage Parking Lot and Submit to the Allen County Commissioners

We have had specifications drawn up for resurfacing the parking lot at the bus garage. Where the buses run would be surfaced in concrete. Where the cars run will be resurfaced in blacktop. We have a drainage problem that needs to be corrected also. The estimate is \$166,550. This is significantly higher than we thought it would be when we had the specs drawn up. However, the drainage problem and the quality of surfacing proposed by Kohli & Kaliher Associates, Inc. would explain some of the difference.

SUPERINTENDENT'S RECOMMENDATION 83-08: Superintendent Baldrige recommended the Board submit the specifications to the Board of County Commissioners for resurfacing the parking lot at the bus garage and request the Commissioners advertise for bid. The estimated cost of this project is \$166,550.

Dr. Rockhold moved to accept the recommendation of the Superintendent.

Mr. Healey seconded the motion to accept the recommendation of the Superintendent.

Mr. Fuller, yes
Mr. Bowers, yes

Mr. Healey, yes
Mrs. Goodin, yes

Dr. Rockhold, yes

XIV. Other Items to Come Before the Board

XV. Adjournment

Mr. Fuller moved to adjourn the meeting at 6:25 p.m.

Mr. Healey seconded the motion to adjourn.

Mr. Bowers, yes
Dr. Rockhold, yes

Mr. Fuller, yes
Mrs. Goodin, yes

Mr. Healey, yes

Regular Board Meeting
August 25, 2008 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Kathryn Williams, Recording Secretary