

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

AGENDA
June 28, 2010

4:15 p.m. Policy Committee
4:45 p.m. Regular Board Meeting
2500 Ada Road, Lima OH

I. Roll Call

Mr. David Bowers _____ Mr. Martin Garlock _____ Mrs. Lana Hoops _____
Mrs. Veronica McLaurine _____ Mr. Gregory Miller _____ Dr. John Snyder _____
Mrs. Gina Goodin _____

II. Focus

Mission The mission of the Allen County Board of Developmental Disabilities 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 Mark Carroll will read the vision statement for the Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Table with 2 columns: Item(s) Added, Requested By. Includes three rows of blank lines for entries.

RESOLUTION 65-10:

_____ moved to approve the agenda.

_____ seconded the motion to approve the agenda.

Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mrs. Goodin _____

IV. Correspondence

E-Mail from Lisa Herron Attachment 1

V. Hearing of the Public

VI. Reports

- A. Staff Report – Martha Nance will discuss transportation coordination efforts that are currently happening as well as future plans.
- B. Best Practice – Martha will discuss best practice in coordinated transportation.

VII. Consent Agenda

- A. Minutes
- B. Bills Paid
- C. Accept Personnel Report

SUPERINTENDENT’S RECOMMENDATION 66-10: I recommend the Board consent to the following items:

- A. Approval of the minutes of the regular meeting of the Allen County Board of DD held on May 24, 2010. **See Attachment 2**
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of DD during the previous month, pages 1 – 5, 7 - 34 and 36 – 42. **See Attachment 3.**
- C. Accept Personnel Report
 - 1. New Hires
 - a. Amy Clinger was hired as a (Part-time) Employment Services Resource Coordinator effective June 7, 2010 at AFSCME Salary Step 4.
 - b. Tyler Schroeder was hired as an Employment Specialist effective June 14, 2010 at AFSCME Salary Step 1.
 - c. Karissa Wannemacher was hired as an Instructor – School Age effective August 18, 2010 at MEA Salary Scale BA-0.
 - 2. Transfers
 - a. Chris Wilson was transferred from Bus Driver – 9 Month to part-time Bus Driver effective August 25, 2010 at the same AFSCME Salary Step.
 - b. Melissa Kirkpatrick was transferred from the position of Education Aide (School Age) to Educational Aide (Preschool) effective August 23, 2010, remaining at Step 7 on the salary schedule.
 - 3. Terminations
 - a. Barbara Bantner retired from the position of Educational Aide effective June 30, 2010.
 - b. Carol McKinney moved her resignation date from August 15, 2010 to June 25, 2010.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Goodin _____

VIII. Exception Agenda

A. Bills Paid

SUPERINTENDENT’S RECOMMENDATION 67-10: I recommend the Board concur with the payment of bills for programs operated by the Allen County Board of DD, page 35. **Attachment 3.**

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mr. Bowers ABSTAIN Mr. Garlock _____ Mrs. Hoops _____
Mrs. Goodin _____

SUPERINTENDENT’S RECOMMENDATION 68-10: I recommend the Board concur with the payment of bills for programs operated by the Allen County Board of DD, page 6. **Attachment 3.**

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Miller _____ Dr. Snyder Abstain Mr. Bowers _____
Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mrs. Goodin _____

IX. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

1.	Tax Revenue	
a.	Homestead Rollback	285,534.13
2.	Fees for Service/Local	
a.	Services – Tuition	6,339.32
b.	Transportation Fees	2,458.91
c.	Sales – Cafeteria	3,428.69
d.	Other Enrollee Fees	640.00
e.	Service – Transportation	641.71
f.	Service – Supported Employment	9,770.75
3.	State and Federal Revenue	

a.	Special Ed Units – School	73,196.14
b.	Special Ed Units – Preschool	9,600.04
c.	Transportation – DOE	10,134.50
d.	Federal School Breakfast	1,932.88
e.	Federal School Lunch	3,034.40
f.	RSC Pathways	18,928.81
g.	Help Me Grow – General Revenue	76,354.06
h.	Help Me Grow – Part C ARRA	14,924.06
i.	Title XIX	185,656.97
j.	EFMAP	23,370.93
k.	Title XX	22,405.00
l.	Other Receipts (Marimor Industries, BCII Checks)	1,065.00
4.	Other Revenue	
a.	P/R Transfer Option Life	2,197.38
b.	P/R Transfer – Hospital HRA	22,304.66
c.	P/R Transfer – Hospital HSA	5,030.46
d.	Refunds	52.52
e.	Sundry Revenue	1,736.66

Fund 2075, Family Resource Services

1.	Reimbursement	278.49
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Fund 2077, Residential Services

1.	Other Receipts	2,842.60
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Fund 2930, Unspecified

1.	Donations	2,290.00
2.	Interest	11.90

Fund 4018, Permanent Improvements

1.	Tax Revenue	
a.	Homestead Rollback	24,829.05

Fund 9893, Flexible Savings Account

1.	Employee Contribution	1,829.00
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B. Administrative

1. Children's Services Report – (**Attachment 4**)
2. Adult Services Report (**Attachment 5**)
 - Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services (**Attachment 6**)
 - Minutes of the LODDI, Inc. meeting of June 3, 2010
 - LODDI, Inc. Financial Report included for Finance Committee only
4. Human Resource Report and the HR Newsletter (**Attachment 7**)

X. Old Business

A. Line Leak Detector and Pressure Piping Tightness Tests

On May 10, the Bureau of Underground Storage Tank Regulations inspected our tanks. It was a BUSTR Compliance Inspection. They sited us for failure to provide annual line leak detector and annual pressure piping tightness tests. This deficit had to be addressed prior to June 10, 2010 or a fine of \$750 would have been levied. On June 4, Tanknology Inc. came and performed the required tests. All items tested passed.

SUPERINTENDENT’S RECOMMENDATION 69-10: I recommend the Board accept the following inspection report:

Inspector: Tanknology Inc.
Date: June 4, 2010
Type: Line leak detector and pressure piping tightness test
Outcome: Passed

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Mrs. Goodin _____

XI. Committee Reports

A. Ethics Council – Met June 28, 2010

1. Approve Direct Service Contract

See Attachment 8 for minutes of the May 24, 2010 meeting and Contract Summary Sheets.

ETHICS COUNCIL RECOMMENDATION 70-10: The Ethics Council recommended and so moved the following direct service contract be approved as presented:

<u>Provider</u>	<u>Contract Period</u>	<u>Contract Rate</u>
Carol Patrick	One Year	\$75.00 per hour
Champaign Residential Services	One Year	\$22.00 per day/resident
Ottawa Valley Center, Inc.	One Year	\$21.86 per day/resident

B. Finance Committee – Met June 24, 2010

See Attachment 9 for minutes of the May 20, 2010 meeting.

1. Approve Fund Transfers

FINANCE COMMITTEE’S RECOMMENDATION 71-10: The Finance Committee recommends and so moves the following actions:

Approve Inter-Fund Transfer

From 20751617 170044, Family Resource Service Fund, Salary – Temporary Out-of-Home
To 20751641 410470, Family Resource Service Fund, Adaptive Equipment
\$4,000 to meet family needs

Approve Intra-Fund Transfer

From 20751693 930001, Family Resource Service Fund, Transfer Out
To 00180491 590901, General Fund, Administration, Transfer In
\$4,623.36 administrative costs for the Family Resource Service Program

_____ moved.

_____ seconded the motion of the Finance Committee.

Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mrs. Goodin _____

C. Personnel Committee

D. Planning Committee

E. Policy Committee – Met June 28, 2010

1. Accept Policy 1.12 – Prevention of Fraud, Waste, and Abuse of Tax Payer Dollars Corporate Compliance Plan for First Reading
2. Accept Policy 4.11 – Assistance for Individuals Served on Board Vehicles for Second Reading
3. Accept Policy 1.45 – Records Format, Retention Schedule (RC-2), and Document Destruction for First Reading
4. Accept Policy 4.12 – Vehicle Operating Policy for First Reading
5. Adopt Policy 8.3 – Behavior Support

CARF required a Corporate Compliance Plan policy. In reviewing what they are concerned with, it seemed to be very similar to the Prevention of Fraud, Waste, and Abuse of Tax Payer Dollars policy the Board adopted September 26, 2007. CARF has reviewed this policy and is satisfied with it. This policy can now go through the standard review process.

Assistance for Individuals Served on Board Vehicles is a new policy being considered. No comments have been received during the last month. We are recommending this policy for second reading.

The Records Format, Retention Schedule (RC-2), and Document Destruction policy has been reviewed. In addition to name change issues and a few format items, the use of electronic files has been clarified.

The Vehicle Operating Policy is new for our Board and based on a policy the Commissioners adopted some time ago. We were prompted to move this policy forward due to concerns regarding texting. It also addresses concerns that some employees have regarding providing proof of insurance on their personal vehicles. It addresses many other important issues.

The Behavior Support Policy simply changes the Board's name. Other extremely minor format items were changed. Other than that, no changes are proposed. If that is the extent of the changes, I am recommending we adopt it with no further readings.

See Attachment 10 for minutes of the May 24, 2010 meeting and proposed policies.

POLICY COMMITTEE RECOMMENDATION 72-10: The Policy Committee recommends and so moves the following actions:

1. Accept Policy 1.12 – Prevention of Fraud, Waste, and Abuse of Tax Payer Dollars Corporate Compliance Plan for First Reading
2. Accept Policy 4.11 – Assistance for Individuals Served on Board Vehicles for Second Reading
3. Accept Policy 1.45 – Records Format, Retention Schedule (RC-2), and Document Destruction for First Reading
4. Accept Policy 4.12 – Vehicle Operating Policy for First Reading
5. Adopt Policy 8.3 – Behavior Support

_____ moved.

_____ seconded the motion of the Policy Committee.

Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mrs. Goodin _____

XII. New Business

A. Approve Contracts and Leases

The cost increase on the RTA Fixed Route is 2%, moving from \$39.34 per day to \$40.13. The cost increase on the Uplift Service, Zone 2 is 1.5%, moving from \$2.61 to \$2.65 per mile. On the fixed route, we also pay the ridership fees. On Zone 2, we do not pay the ridership fees.

On the Delphos Route contract with RTA, I am concerned. We started this contract October 1, 2008. We were promised they would be getting a bus for this route. Until their new bus comes in, we agreed to lease a bus to them for \$1. We understood that might go on for 9 months to a year. Almost two years later, they continue to use our bus, putting lots of miles on it. I am pressing for resolution on this issue. RTA has asked for a 4% increase, from \$185.19 to \$193.00. Of that Delphos will get \$42.00 per day, which is a 5% increase for them.

On the therapy agreements with Lima Memorial, they have asked for an hourly cost increase to \$60 from \$58. Their last increase in their hourly rate was in 2008. They have dropped the mileage rate from \$0.55 to \$0.50 and have not asked for an increase in the flat monthly rate on the Occupational and Physical Therapy Agreements. On the Speech Therapy Agreement, we have never actually used them for services but have maintained it as a safety net. However, this year, we need them to supervise our new Speech and Language Therapist through her clinical fellowship year.

SUPERINTENDENT'S RECOMMENDATION 73-10: I recommend the Board approve the following contracts and leases:

Type: Agreement
Party: Allen County Regional Transit Authority
Purpose: Supplemental Fee for the Fixed Route and Zone 2 Uplift Service
Term: July 1, 2010 up to and including June 30, 2011
Cost: Fixed Route: \$40.13 per day; \$9,751.59 total
Uplift Service, Zone 2: \$2.65 per mile per vehicle

Type: Agreement
Parties: Allen County Regional Transit Authority and Delphos Senior Citizens
Purpose: Payment for Delphos bus route
Term: July 1, 2010 up to and including June 30, 2011
Cost: \$193 per day

Type: Contractual Agreement for Consultation Services
Party: Virginia Maldonado
Purpose: To provide interpreter services
Term: July 1, 2010 through June 30, 2011
Cost: \$20 per hour including travel time, not to exceed \$3,000

Type: Memorandum of Agreement
Party: St. Rita's Medical Center
Purpose: To provide Help Me Grow Services within the Hospital
Term: July 1, 2010 through June 30, 2011
Cost: No Cost

Type: Transportation Agreement
Party: Children's Developmental Center of Lima, Inc.
Purpose: Coordinate transportation services
Term: Indefinite
Cost: No Cost

Type: Speech Therapy Services Agreement
Party: Lima Memorial Hospital
Purpose: To obtain speech therapy services
Term: July 1, 2010 through June 30, 2011
Cost: \$60 per hour
\$0.50 per mile for home visits

Type: Occupational Therapy Services Agreement
Party: Lima Memorial Hospital
Purpose: To obtain occupational therapy services
Term: July 1, 2010 through June 30, 2011
Cost: \$60 per hour
\$0.50 per mile for home visits
\$1,203.84 flat monthly fee

Type: Physical Therapy Services Agreement
Party: Lima Memorial Hospital
Purpose: To obtain physical therapy services
Term: July 1, 2010 through June 30, 2011
Cost: \$60 per hour
\$0.50 per mile for home visits
\$1,312.28 flat monthly fee

Type: Agreement
Parties: Mental Health and Recovery Services Board of Allen, Auglaize, and Harding Counties; Mental Health, Alcohol and Drug Addition Recovery Board of Putnam County; Lutheran Social Services, Auglaize County Board of DD, Hardin County Board of DD, Putnam County Board of DD
Purpose: To provide funds for cost sharing for individuals involved with both Mental Health and Boards of DD
Term: July 1, 2010 through June 30, 2011
Cost: \$10,000

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Goodin _____

B. Accept Inspection Reports

SUPERINTENDENT'S RECOMMENDATION 74-10: I recommend the Board accept the following inspection report:

Inspector: Ohio Highway Patrol – Motor Vehicle Inspections
Date: June 10, 2010
Type: School Bus Inspection
Outcome: All buses in full compliance

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
 Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
 Mrs. Goodin _____

C. Increase School Breakfast and Lunch Prices

Peggy Cockerell and Tammy Delong surveyed some area schools regarding their breakfast and lunch prices. They are recommending a slight increase (\$0.05) in the lunch costs for students. They are not recommending any change in the breakfast prices.

Breakfast Prices

School	Preschool/Elementary	Middle School/High School	Adult
Marimor (Current)	\$1.35	\$1.60	\$1.60
Marimor (Proposed)	No Change	No Change	No Change
Lima City	Unavailable	Unavailable	Unavailable
Shawnee	\$1.25	\$1.50	Unavailable
Elida	\$1.10	\$1.25	Unavailable

Lunch Prices

School	Preschool/Elementary	Middle School/High School	Adult	Adult Entree
Marimor (Current)	\$1.95	\$2.20	\$3.00 no milk \$3.50 w. milk	\$1.80 – \$2.20
Marimor (Proposed)	\$2.00	\$2.25	No Increase	\$1.85 – \$2.25
Lima City	\$1.75	\$2.00	\$2.50 w. milk \$2.25 no milk	\$1.75
Shawnee	\$2.00	\$2.25 - 3.25	Unavailable	Unavailable
Elida	\$2.10	\$2.25 – 3.25	Unavailable	Unavailable

SUPERINTENDENT'S RECOMMENDATION 75-10: I recommend the Board approve the following breakfast and lunch prices for the 2010 – 2011 school year:

School	Preschool/Elementary	Middle School/High School	Adult	Adult Entree
Breakfast	\$1.35	\$1.60	\$1.60	N/A
Lunch	\$2.00	\$2.25	\$3.00 no milk \$3.50 w. milk	\$1.85 – \$2.25

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
 _____ Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____ Mrs. Goodin _____

D. Appoint Members to LODDI, Inc. Board of Directors

The LODDI Board is recommending the Board reappoint Betsy Winget to the LODDI Board for a third and final three year term. Additionally, they are recommending Sandy Hofacker be appointed to a three year term, replacing Randy Bartels who is term limited.

Sandy was born and raised in the Lima area and currently lives in Elida with her husband, Scott. They have 3 grown children. She has worked at Chase Bank and its predecessors for 37 years and has been the Manager of the Lima Main office (downtown) for the last 7 years. Sandy serves as guardian for her sister, Annie, who has Down Syndrome. Annie attended school at Marimor and has worked at the workshop since graduation. Sandy reports that Annie has received residential supports since 2004 and is very happy with her current living arrangements. Sandy reports that she and her family are very thankful for Marimor and the County Board of DD. She is very happy to be able to give back through service on the board of LODDI, Inc.

SUPERINTENDENT'S RECOMMENDATION 76-10: I recommend the Board appoint Betsy Winget to a second three-year term on the Board of LODDI, Inc. extending from July 1, 2010 through June 30, 2013. I further recommend the Board appoint Sandra Hofacker to the Board for a three-year term extending from July 1, 2010 through June 30, 2013. Sandra is replacing Randy Bartels who is term limited.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Mrs. Goodin _____

E. Recommend Placing Storage Cabinets on GovDeals.net for Auction

We are replacing more storage cabinets in the school and consequently we have old storage cabinets to dispose of. Our recommendation is to place them on GovDeals.

SUPERINTENDENT'S RECOMMENDATION 77-10: I recommend the Board recommend the Allen County Commissioners declare the following storage cabinets to be not needed for public use, obsolete or unfit for use in accordance with §307.12(E) O.R.C. Upon receipt of approval from the County Commissioners, the Board authorizes administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

- 2 Slim cabinet with 15 wire dividers that hold 22" long tubs or trays (not included) 84"x 18"x 22"
- 2 Two (2) sliding door cabinets 84"x 48"x 22" with five shelves
- 2 Sink with 12" deep stainless steel sink and faucet 63"x 36.5"x 22"
- 2 Cabinet over sink with 2 sliding glass doors 63"x 30"x 12.5"
- 2 Two door cabinet with coat area/hat storage and 5 shelves 84"x 48"x 22"

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mrs. Goodin _____

F. Modify Position Description of Educational Aide – School Age

An error was made in posting and filling an Educational Aide – School Age position a few months ago. The position was posted requiring only a high school diploma. There was only one union member who applied for the position. She had a high school diploma. However, the position description requires either an Associates Degree or two years experience working with children in a school setting. She met neither of these requirements having worked in Adult Services for many years. She is doing an excellent job within the position of Educational Aide. I am therefore recommending the Board waive the requirement for an Associates Degree or experience on a one time basis for her and treat her as other similarly situated Educational Aides who were grandfathered into their positions when the Board changed the requirements for this job. No other union member was harmed by this error. It has been discussed with a union official.

SUPERINTENDENT'S RECOMMENDATION 78-10: I recommend the Board waive the requirement for Melissa Kirkpatrick to have either an Associates Degree or two years experience working with children in a school setting in order to work in the position of Educational Aide effective April 26, 2010. This is a one time waiver due to an administrative error.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mrs. Goodin _____

XIII. Board Discussion

XIV. Other Items to Come Before the Board

XV. Adjournment

_____ moved to adjourn the meeting at _____ p.m.

_____ seconded the motion to adjourn.

Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Goodin _____

Regular Board Meeting
July 19, 2010
Allen County Board of Developmental Disabilities
Administration Building
2500 Ada Road, Lima, OH

Attachment 11.

Table of Contents – Policy Manual

Policy 1.12 Prevention of Fraud, Waste and Abuse of Tax Payer Dollars, Corporate Compliance

Policy 8.1.5 Family Resource Services

Table of Organization

Audits Marimor Industries, Inc

LODDI, Inc.

2nd Half 2009 Updates on Program Evaluation and Annual Action Plan

Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. Goodin _____

Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mrs. Goodin _____

Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Mrs. Goodin _____

Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mrs. Goodin _____

Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mrs. Goodin _____

Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Goodin _____