

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES  
December 21, 2005

4:45 p.m. Regular Meeting  
Administration Building  
Location - 2500 Ada Road  
Lima, OH 45801

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Wednesday, December 21, 2005. President Honigford called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. Charles Fuller, excused	Mrs. Gina Goodin, present at 4:58 pm	Mr. Edward Healey, present
Mr. Gregory Miller, present	Dr. Jon Rockhold, present	Mrs. Kathryn Williams, present
Mr. Robert Honigford, present		

II. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
United Way Contract	Superintendent Baldrige
Family Resource Centers Contract	Superintendent Baldrige

RESOLUTION 197-05:

Dr. Rockhold moved to approve the agenda.

Mr. Miller seconded the motion to approve the agenda.

Mr. Healey, yes	Mr. Miller, yes	Dr. Rockhold, yes
Mrs. Williams, yes	Mr. Honigford, yes	

III. Approval of the minutes of the November 30, 2005 regular meeting of the Allen County Board of MR/DD.

RESOLUTION 198-05:

Mr. Miller moved to approve the minutes of the November 30, 2005 regular meeting of the Allen County Board of MR/DD.

Mr. Healey seconded the motion to approve the minutes.

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Honigford, abstain

Dr. Rockhold, yes

IV. Concurrence with Bills Paid

- A. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, pages 2 – 44.

RESOLUTION 199-05:

Mr. Miller moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, pages 2 – 44, during the month of November.

Mr. Healey seconded the motion.

Mr. Miller, yes  
Mr. Healey, yes

Dr. Rockhold, yes  
Mr. Honigford, yes

Mrs. Williams, yes

- B. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, page 1.

RESOLUTION 200-05:

Mr. Miller moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, page 1, during the month of November.

Mr. Healey seconded the motion.

Dr. Rockhold, abstain  
Mr. Miller, yes

Mrs. Williams, abstain  
Mr. Honigford, yes

Mr. Healey, yes

V. Correspondence

VI. Hearing of the Public

VII. Reports

- A. Staff Report

Theresa Schnipke, SSA Supervisor and Jeannie Stahl provided information to the Board on the new Waiver Reimbursement rule and how we are proceeding with implementation. The new rule is very challenging from all points of view. Allen County is making very good progress with implementation.

VIII. Superintendent's Report

A. Fiscal – November Revenue

Fund 018, General Fund

1.	Local Tax Revenue	
a.	Homestead Rollback Tax	864.92
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	2,603.92
b.	Other Enrollee Fees	22.00
c.	Services - Supported Employment	6,979.31
d.	Services - Transportation	97.50
e.	Services – Tuition	575.69
f.	Services – Other (ICF/MR Active Treatment)	31,744.00
g.	Sales - Cafeteria	2,676.15
2.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	74,796.00
b.	Dept. of Ed. Funding-Preschool	10,745.87
c.	Dept. of Ed. Transportation	8,406.88
d.	Dept. of Ed. Other	1,961.68
e.	Federal School Breakfast	1,514.72
f.	Federal School Lunch	2,376.72
g.	MR/DD – Other	3,322.32
h.	Help Me Grow – TANF	73,535.15
i.	Help Me Grow – Grants	52.65
j.	Other Revenue (Marimor Industries, etc.)	182.44
3.	Other	
a.	Refunds	20.57
b.	Other Non-Revenue	7,000.00

Fund 075, Family Resource Services

1.	Reimbursements	151.55
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Fund 118, Permanent Improvement

1.	Local Tax Revenue	
a.	Homestead Rollback Tax	75.22

Fund 730, Unspecified

- |    |  |           |
|----|--|-----------|
| 1. | Donations (\$6,343.19 in lieu of property tax) | 12,313.94 |
| 2. | Interest                                       | 233.19    |

B. Personnel Report

1. Return from an Educational Leave of Absence
  - a. Kimberly Newfer returned from an approved leave of absence to her prior position of Educational Aide/Bus Aide effective December 5, 2005 at the same AFSCME step.
2. Layoffs
  - a. Susan Peters was laid off from her position of Educational Aide/Bus Aide effective December 5, 2005.
3. Terminations
  - a. Pamela Adkins, Community Placement Driver, passed away December 3, 2005.
  - b. Emily Evans resigned from her position as Service and Support Associate effective January 6, 2006.

SUPERINTENDENT’S RECOMMENDATION 201-05: Superintendent Baldrige recommended the Board accept the Personnel Report as presented.

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

Mrs. Williams seconded the motion to accept the recommendation of the Superintendent.

Mrs. Williams, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mr. Honigford, yes

C. Administrative

1. School Report
2. Adult Services Report
3. Community Support Services Report and Minutes of the December 1 meeting of LODDI, Inc.
4. Help Me Grow Report
5. Human Resource Report and Human Resource Newsletter

IX. Committee Reports

- A. Ethics Council - Met – December 21, 2005

1. Approve Direct Service Contracts

ETHICS COUNCIL’S RECOMMENDATION 202-05: The Ethics Council recommended and so moved that the following direct service contracts be approved as presented:

<u>Agency</u>	<u>Duration</u>	<u>Amount</u>
RMS of Ohio	6 Months	\$22.09 per day per resident \$ 4.14 per 15 minute unit
CRSI, Inc.	1 Year	\$16.98 per hour
Innovative Opportunities, Inc.	1 Year	\$15.00 per hour
Norman Stemen	1 Year	\$13.00 per hour
MPA Services, Inc.	1 Year	Varies per Consumer
RMS of Ohio	6 Months	Varies per Consumer
CRSI, Inc.	3 Months	Varies per Consumer

Mrs. Williams moved.

Dr. Rockhold seconded the motion of the Ethics Council.

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Honigford, yes

B. Finance Committee - Met – December 20, 2005

1. Approve Intradepartmental Transfers

**\$1,500** from Building Maintenance, Services – Building Lease to Plant Maintenance, Utilities – Garbage Collection to cover the costs for removing the auction remains.

**\$45.00** from Children’s Services Support, In-Service Professional Growth to Children’s Services, Memberships to cover additional expenses in memberships.

**\$93.00** from Help Me Grow (HMG), Office Supplies to HMG, Employee Screenings to cover van driver physicals and new employee screenings.

**\$608.00** from HMG Family Fun Time Expenses to HMG Employee Screenings to cover van driver physicals and new employee screenings.

**\$2,404.10** from HMG Family Fun Time Expenses to HMG Travel Sundry to cover the increased costs in mileage.

**\$532.75** from HMG Office Supplies to HMG In-Service Professional Growth to cover training expenses.

**\$7,155.50** from Permanent Improvement, Equipment – Vehicles to Permanent Improvement, Materials and Supplies Sundry to purchase equipment needed by various departments.

FINANCE COMMITTEE’S RECOMMENDATION 203-05: The Finance Committee recommended and so moved that the Board approve the following intradepartmental transfers:

<u>From Org #</u>	<u>Object #</u>	<u>To Org#</u>	<u>Object #</u>	<u>Amount</u>
20020131	360210	20020131	310003	\$1,500.00
30030131	370655	30030117	176001	\$ 45.00
90090121	211000	90090117	176020	\$ 93.00
90090121	211000	90090117	176020	\$ 608.00
90090121	216060	90090131	360499	\$2,404.10
90090121	211000	90090131	370655	\$ 532.75
40184141	410460	40184121	219099	\$7,155.50

Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Honigford, yes

2. Approve Interdepartmental Transfers

**\$20.00** advanced from Grant 466-208, Special Education, Part B-IDEA, to the General Fund to close out the account.

**\$2,868.18** advanced from Grant 466-008, Early Childhood Special Education, IDEA, to General Fund to close out the account.

**\$0.80** advanced from Grant 466-207, Special Education – ACCESS Fund, to General Fund to close out the account.

FINANCE COMMITTEE’S RECOMMENDATION 204-05: The Finance Committee recommended and so moved that the Board approve the following interdepartmental transfers:

<u>From Org #</u>	<u>Object #</u>	<u>To Org#</u>	<u>Object #</u>	<u>Amount</u>
24691594	940001	00180492	590902	\$ 20.00
24601594	940001	00180492	590902	\$2,868.18
24651594	940001	00180492	590902	\$ 0.80

Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Honigford, yes

3. Approve Supplemental Appropriations

**\$35,121.00** to the General Fund, Administration, Services Sundry to remit payment to ODMRDD for 2000 TCM and CAFS settlement.

**\$490.00** to Cafeteria, Materials and Supplies Sundry to purchase nutrition education materials funded by a mini-grant from ODE.

**\$3,500** to Family Resources, Adaptive Equipment account to cover items requested by families.

FINANCE COMMITTEE'S RECOMMENDATION 205-05: The Finance Committee recommended and so moved that the Board approve the following supplemental appropriation:

<u>Org. #</u>	<u>Object #</u>	<u>Amount</u>
10010121	340599	\$35,121.00
60060121	219099	\$ 490.00
20751641	410470	\$ 3,500.00

Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

Mr. Miller, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Healey, yes

Mrs. Williams, yes  
Mr. Honigford, yes

C. Personnel Committee

D. Planning Committee

E. Building Committee

F. Policy Committee

1. Adopt Policy - Withdrawn

8.3 Behavior Support-Withdrawn

2. Accept Policy for First Reading

1.5 Officers

As the nominating committee is considering officers for next year, it was suggested that policy be changed, adding the word consecutive, to allow a Board member to hold office more than two terms, provided there are no more than two consecutive terms. Because this was a minor change, the Policy Committee did not meet.

POLICY COMMITTEE'S RECOMMENDATION 206-05: The Policy Committee recommended and so moved that the Board accept the following policy for first reading:

1.5 Officers

Mrs. Goodin moved.

Dr. Rockhold seconded the motion of the Policy Committee.

Mrs. Williams, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mr. Honigford, yes

X. New Business

A. Adopt the Budget for 2006

The Finance Committee has been working on the budget for several months now. There are many unknowns in our future. We know that at least one entity will be opening a Day Habilitation service in Allen County which will be a new cost to our Board. That has been included in the budget. It is unknown how many others will open. It is also unknown what the new rates for services will be after July 1.

SUPERINTENDENT'S RECOMMENDATION 207-05: Superintendent Baldrige recommended the Board approve the budget for 2006 as presented.

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

Mrs. Williams seconded the motion to accept the recommendation of the Superintendent.

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Honigford, yes

B. Approve Annual Action Plan for 2006

A Public Hearing was held on December 7. Unfortunately, no members of the public came, only two members of the media. Therefore, there were no changes proposed for the Annual Action Plan.

SUPERINTENDENT'S RECOMMENDATION 208-05: Superintendent Baldrige recommended the Board approve the Annual Action Plan for 2006.

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

Mrs. Goodin seconded the motion to accept the recommendation of the Superintendent.

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Honigford, yes

C. Approve the Addendum to the Habilitation Center Contract with CRSI, Inc.

As of July 1, 2005, CRSI has been paid for providing day programming for residents of the ICF/MR facility, and have been given the responsibility for contracting for that service. They have chosen to contract with our Board and pass on the money they receive for that purpose. At this time, they have requested we continue to operate in this manner through June 30, 2006.

SUPERINTENDENT'S RECOMMENDATION 209-05: Superintendent Baldrige recommended the Board approve the Addendum to the Habilitation Center Contract with Champaign Residential Services, Inc. for the period of January 1, 2006 through June 30, 2006. CRSI will pay the Board the full add-on funds they receive for the provision of this service.

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

Mrs. Williams seconded the motion to accept the recommendation of the Superintendent.

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Honigford, yes

D. Approve an Extension to the Agreement with Lori A. Stanfa for Consulting Services

The current agreement with Lori expires at the end for this month. We will run out of money mid-day on the 21<sup>st</sup> while negotiating with two providers.

SUPERINTENDENT'S RECOMMENDATION 210-05: Superintendent Baldrige recommended the Board extend the Agreement with Lori A. Stanfa for consulting services effective December 21, 2005 through March 31, 2006, at an amount not to exceed \$3,000.

Mrs. Goodin moved to accept the recommendation of the Superintendent.

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

Mr. Miller, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Healey, yes

Mrs. Williams, yes  
Mr. Honigford, yes

E. Approve Payment of Membership Dues to the Allen County Family and Children First Council

The MR/DD Board is a mandated member of the Allen County Family and Children First Council (FCFC). The payment of dues by members is voluntary. As part of the leadership of FCFC, Superintendent Baldrige recommended an increase in dues, which is the first increase since dues were initiated in 1998. The State gives us \$20,000 per year to operate Council. We are able to take some money out of grants for administration. However, the budget is getting tighter and tighter and we are using one-time money. The proposal is a 20% increase, from \$1,000 per year to \$1,200. In our budget, Superintendent Baldrige believes this is insignificant.

SUPERINTENDENT'S RECOMMENDATION 211-05: Superintendent Baldrige recommended the Board approve the payment of dues to the Allen County Family and Children First Council in the amount of \$1,200 for 2006.

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

Mrs. Williams seconded the motion to accept the recommendation of the Superintendent.

Dr. Rockhold, yes  
Mr. Healey, yes

Mrs. Williams, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Mr. Honigford, yes

F. Accept Inspection Report from the Ohio Department of Health

On November 30, 2005, the Ohio Department of Health inspected the kitchen. The inspector found the spray nozzle was hanging too low and required replacement. This was corrected on December 7, 2005.

SUPERINTENDENT'S RECOMMENDATION 212-05: Superintendent Baldrige recommended the Board accept the Standard Inspection Report of the kitchen at Marimor School, conducted by the Health Department on November 30, 2005, and the corrective action completed on December 7, 2005.

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

Mrs. Goodin seconded the motion to accept the recommendation of the Superintendent.

Mrs. Williams, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mr. Honigford, yes

G. Approve Payment to LODDI, Inc. for the Purchase of a New House

We have received \$54,576 from the Ohio Department of MR/DD for the purchase of a house. In accordance with our contract with LODDI, Inc., that Board has purchased a house at a cost of \$87,000. It is necessary to pass the State allocation on to LODDI, Inc. for the down payment on the house.

SUPERINTENDENT'S RECOMMENDATION 213-05: Superintendent Baldrige recommended the Board authorize the payment of \$54,576 to LODDI, Inc. for the purchase of a house located at 2025 N. Metcalf Street in Lima, Ohio.

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

Mrs. Goodin seconded the motion to accept the recommendation of the Superintendent.

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Honigford, yes

H. Adopt a Resolution Specifying the Amount of Funds the Board Will Use to Pay the Non-Federal Share of Medicaid Services.

State law requires the Board to commit a specific dollar amount to pay Medicaid match money. In the past, it was assumed that our PICT fulfilled this requirement. We are being told now that we should have a specific resolution.

SUPERINTENDENT'S RECOMMENDATION 214-05: Superintendent Baldrige recommended the Board commit to use up to a total of \$1,312,804 in calendar year 2006 to pay for the nonfederal share of the services as required by Section 5126.057(A) of the Ohio Revised Code. This amount shall be adequate to assure that Medicaid services will be available in the county in a manner that conforms to all applicable state and federal laws. Of this amount, \$263,750 is for residential services, \$1,038,949 is for day habilitation services, and \$10,105 is for Supported Employment. It is fully understood that payment of the nonfederal share represents an ongoing financial commitment of the Allen County Board of MR/DD.

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

Mrs. Williams seconded the motion to accept the recommendation of the Superintendent.

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Honigford, yes

I. Approve Payment of Sick Leave Incentive upon Resignation

Jim Enneking, our Information System Technology Coordinator has taken another job and has resigned. He has 96 sick leave incentive hours banked. There is much that needs to be done here before he goes. Superintendent Baldrige asked the Board to permit the payout of this accrued time. For those new to the Board, non-union personnel receive three days off if they go an entire year without using any sick leave (FMLA excluded by law). Jim has been an excellent employee and has agreed to help us out as an independent contractor after he has started his new job.

SUPERINTENDENT'S RECOMMENDATION 215-05: Superintendent Baldrige recommended the Board authorize the payout of 96 hours of sick leave incentive time to Jim Enneking at his resignation.

Mrs. Goodin moved to accept the recommendation of the Superintendent.

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

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mrs. Goodin, yes

Dr. Rockhold, no  
Mr. Honigford, yes

J. Approve Contract with United Way

The United Way Program offers the Imagination Library for children ages birth to 5. TANF dollars is going to be used to support this program. DJFS will give the Board up to an additional \$9,350 in TANF dollars for the Imagination Library. The Board would bill quarterly for children who are eligible and the program would be opened to Help Me Grow children and Pre-Schoolers at MRDD who are eligible.

SUPERINTENDENT'S RECOMMENDATION 216-05: Superintendent Baldrige recommended the Board enter into a contract with United Way for \$9,350.00 for the Dolly Parton Imagination Library.

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

Mrs. Williams seconded the motion.

Mr. Miller, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Healey, yes

Mrs. Williams, yes  
Mr. Honigford, yes

K. Enter into Service Agreements with the Family Resource Centers for Respite Care

Because of a new funding stream for serving children through the Intersystems Committee of the Family and Children First Council, Family Resource Centers need an agreement with us to pay for respite care that we provide. Family Resource Centers are administering the F.A.S.T. money (Families and Systems Together).

SUPERINTENDENT'S RECOMMENDATION 217-05: Superintendent Baldrige recommended the Board approve the Service Agreements for providing respite care for a total of \$750.00 for Family Resource Centers for two individuals from January 1, 2006 – March 31, 2006.

Mr. Healey moved.

Mrs. Goodin seconded.

Dr. Rockhold, yes  
Mr. Healey, yes

Mrs. Williams, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Mr. Honigford, yes

XI. Old Business

XII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION TO DISCUSS NEGOTIATIONS

Mr. Miller moved to adjourn into Executive Session to discuss union negotiations at 5:59 p.m.

Mrs. Williams seconded the motion.

Mr. Miller, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Healey, yes

Mrs. Williams, yes  
Mr. Honigford, yes

#### RECONVENE INTO REGULAR SESSION

Mrs. Goodin moved to reconvene into Regular Session at 6:57 p.m.

Mr. Healey seconded the motion.

Dr. Rockhold, yes  
Mr. Healey, yes

Mrs. Williams, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Mr. Honigford, yes

#### XIII. Adjournment

Mr. Miller moved to adjourn the meeting at 6:58 p.m.

Mr. Healey seconded the motion to adjourn.

Mrs. Williams, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mr. Honigford, yes

Organizational Board Meeting  
January 25, 2006 at 4:45 p.m.  
Allen County Board of MR/DD  
Administration Building  
2500 Ada Road, Lima, OH

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Chris Calvelage, Clerk

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Greg Miller, Recording Secretary