

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES
January 27, 2005

7:00 p.m. Organizational Meeting
Administration Building
Location - 2500 Ada Road
Lima, OH 45801

OATH OF OFFICE

Kathy Williams, Gina Goodin, and Edward (Ted) Healey have been reappointed to the Allen County Board of MR/DD by the Board of Commissioners, Allen County for a four-year term. Jon Rockhold has also been appointed to the Board by the Commissioners, replacing Michael Mullins. Unfortunately, Jon is unable to be at tonight's meeting due to a previous commitment.

By way of reintroduction, Kathy Williams is the Director of Development at St. Rita's Medical Center, having worked there since 1972. She also had an aunt who lived in a group home in Allen County and worked at Marimor Industries, Inc. Gina Goodin is a Speech-Language Pathologist by profession and is the mother of a child who attends Marimor School. She has been involved in many advocacy activities through the years. Ted Healey is retired from General Dynamics, where he worked as an engineer and in management. He is the father of a young man who works at Marimor Industries, Inc. He has been very involved in Special Olympics as well as volunteering in a number of different areas.

Mrs. Williams, Mrs. Goodin, and Mr. Healey took the oath of office.

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Thursday, January 27, 2005. President Honigford called the meeting to order at 7:05 p.m. with the following roll call response:

Mr. Charles Fuller, excused	Mrs. Gina Goodin, present	Mr. Edward Healey, present
Mr. Gregory Miller, 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>
Abolish Quality Control Analyst Position	Superintendent Baldrige

RESOLUTION 01-05:

Mr. Healey moved to approve the agenda.

Mr. Miller seconded the motion to approve the agenda.

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Mr. Honigford, yes

Mr. Miller, yes

III. Organizational Business

A. Election of Officers

The Nominating Committee met December 15, 2004, to prepare a slate of officers.

Nominating Committee Recommendation 02-05: The Nominating Committee recommended and so moved the election of the following slate of officers for 2005:

President	Bob Honigford
Vice President	Gina Goodin
Recording Secretary	Greg Miller

Mr. Miller moved.

Mr. Healey seconded the motion.

Mr. Healey, yes
Mrs. Goodin, yes

Mr. Miller, yes
Mr. Honigford, yes

Mrs. Williams, yes

B. Establishment of Meeting Schedule for 2005

There has been some dialogue regarding good meeting times for the upcoming year. In general, consensus has been to meet at 4:45 p.m. on the fourth Wednesday of the month. There are three months where Superintendent Baldrige proposed deviating from the fourth Wednesday. In September, Superintendent Baldrige requested we meet the third Wednesday due to her oldest daughter's wedding scheduled for October 1. In November, Superintendent Baldrige recommended the fifth Wednesday to avoid meeting the day before Thanksgiving. In December, Superintendent Baldrige recommended the third Wednesday so that we don't meet between Christmas and New Years when many people travel. Additionally, with all of the cut backs, we have looked at cutting back on Board meetings. According to State law, the Board needs to have ten regular board meetings per year. Historically, we have had twelve. Superintendent Baldrige proposed we not have Board meetings in May and August. If the Board agrees to this schedule, we would still want the Finance Committee to meet on the off months.

SUPERINTENDENT'S RECOMMENDATION 03-05: Superintendent Baldrige recommended the Board approve the following Board Meeting Schedule:

All meetings begin at 4:45 p.m. in the Administration Building

February 23, 2005
March 23, 2005
April 27, 2005
June 22, 2005
July 27, 2005
September 21, 2005
October 26, 2005
November 30, 2005
December 21, 2005
January 25, 2006*

*Organizational Meeting for 2006

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

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

Mr. Miller, yes
Mr. Healey, yes

Mrs. Williams, yes
Mr. Honigford, yes

Mrs. Goodin, yes

IV. Approval of the Minutes of the December 20, 2004 regular meeting of the Allen County Board of MR/DD.

RESOLUTION 04-05:

Mr. Miller moved to approve the minutes of the December 20, 2004 regular meeting of the Allen County Board of MR/DD.

Mr. Healey seconded the motion to approve the minutes.

Mrs. Williams, yes
Mr. Miller, yes

Mrs. Goodin, yes
Mr. Honigford, yes

Mr. Healey, yes

V. Concurrence with Bills Paid

A. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, pages 1, 3 - 31, 33, 34, 36 - 50.

RESOLUTION 05-05:

Mr. Miller moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, pages 1, 3 - 31, 33, 34, 36 - 50.

Mr. Healey seconded the motion.

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Mr. Honigford, yes

Mr. Miller, yes

- B. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, pages 2 and 32.

RESOLUTION 06-05:

Mr. Miller moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, pages 2 and 32.

Mr. Healey seconded the motion.

Mrs. Goodin, abstain
Mrs. Williams, yes

Mr. Healey, yes
Mr. Honigford, yes

Mr. Miller, yes

- C. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, page 35.

RESOLUTION 07-05:

Mr. Miller moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, page 35.

Mr. Healey seconded the motion.

Mr. Healey, yes
Mrs. Goodin, yes

Mr. Miller, yes
Mr. Honigford, yes

Mrs. Williams, abstain

VI. Correspondence

VII. Hearing of the Public

VIII. Staff Report

Kathy Burnett and Julia Vorst, two of the nurses at MR/DD spoke to the Board about the challenges they deal with in their jobs. Kathy is the Nursing Coordinator in Adult Services and Julia is the school nurse.

IX. Superintendent's Report

A. Fiscal

Fund 018, General Fund

- 1. Fees for Service/Local
 - a. Transportation Fees - Enrollee 2,419.33

b.	Other Enrollee Fees	75.00
c.	Services - Supported Employment	4,002.75
d.	Services - Transportation	1,160.74
e.	Services - Tuition	2,724.48
f.	Sales - Cafeteria	1,303.71
g.	Other Operating Revenue (BCIs, phone lines, Marimor Ind. Reimbursement)	58,893.46
2.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	75,045.52
b.	Dept. of Ed. Funding-Preschool	10,635.78
c.	Dept. of Ed. Transportation	12,201.25
d.	HMG TANF	27,487.60
e.	HMG General Revenue	4,529.76
f.	HMG Part C	9,228.00
g.	HMG Grants	686.13
h.	Federal School Breakfast Program	1,427.72
i.	Federal School Lunch Program	2,818.53
j.	Title XX	24,399.00
k.	Other MR/DD (Waiver Adm.)	3,255.69
l.	Title XIX CAFS (Enhanced FFP)	84,845.96
3.	Other	
a.	Transfers - Life Insurance	1,459.14
b.	Transfers - Hospital Insurance	22,064.58
c.	Refunds	82.85
d.	Other Non-Revenue (HMG)	654.46

Fund 075, Family Resource Services

1.	Reimbursements	155.15
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Fund 077, Residential Services Fund

1.	ODMRDD Allocation (Enhanced FFP - \$58,885.17 and IO - Waiver Reconciliation \$54,384.00)	113,269.17
2.	Other Receipts (Shared Funding)	6,937.45

Fund 466-008, Early Childhood Education Sp. Ed. IDEA FY 05

1.	Grant	4,505.13
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Fund 466-208, Preschool, Sp. Ed. Part B IDEA FY 05

1.	Grant	13,167.00
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Fund 730, Unspecified

1. Donations (\$57,650.58 bequest from Cora K. Sarka) 59,478.41

B. Personnel Report

1. New Hires

- a. Bill Howard was hired as a Workshop Assistant/Bus Aide effective January 3, 2005, at Step 5 of the salary schedule.
- b. Melissa Kirkpatrick was hired as a Community-Based Specialist(Reduced Hours) effective January 18, 2005, at Step 2 of the salary schedule.
- c. Scott Bond was hired as Human Resource Director effective February 7, 2005, at a salary of \$55,000.

2. Correction

- a. Pam Heffner transferred to the position of Job Developer effective December 20, 2004 at an annual salary of \$34,633 rather than \$33,237 as previously reported.

SUPERINTENDENT'S RECOMMENDATION 08-05: Superintendent Baldrige recommended the Personnel Report be accepted as presented.

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

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

Mr. Miller, yes
Mr. Healey, yes

Mrs. Williams, yes
Mr. Honigford, yes

Mrs. Goodin, yes

C. Administrative

- 1. School Report
- 2. Adult Services Report
- 3. Community Support Services Report
- 4. Help Me Grow Report
- 5. Human Resource Report

X. Committee Reports

A. Ethics Council - Met - January 27, 2005

- 1. Approve Direct Service Contract

ETHICS COUNCIL RECOMMENDATION 09-05: The Ethics Council recommended and so moved that the Board approve the following direct service contract:

<u>Agency</u>	<u>Duration</u>	<u>Rate</u>
Ottawa Valley Center	31 Days	\$110.27/day/resident for HPC \$15.24/day/resident for R & B

Mrs. Williams moved.

Mr. Healey seconded the motion of the Ethics Council.

Mrs. Williams, yes

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Miller, yes

Mr. Honigford, yes

B. Finance Committee - Met December 20, 2004

1. Approve Intra-Fund Transfers

\$3.58 from Administration, Salary - Regular Employees to Administration, Optional Life Insurance due to a staff change.

\$14.24 from Administration, Other Expenses to Administration, Optional Life Insurance to reimburse an employee who resigned.

\$2,550.00 from Administration, Employee Screenings to Administration, Unemployment Compensation to cover higher than anticipated unemployment costs.

\$51.28 from Children's Services, Preschool, Salaries Regular Employees to Children's Services, Preschool, Group Hospitalization to cover change in insurance for employee.

\$222.56 from Children's Services, Preschool, Salaries Regular Employees to Children's Services, Preschool, Group Insurance - Dental to cover changes made in grant fund.

\$2,720.79 from Children's Services, School Age, Salaries Regular Employees to Children's Services, School Age, Group Hospitalization due to a change in staff.

\$167.51 from Children's Services, School Age, Salaries Regular Employees to Children's Services, School Age, Group Insurance - Dental due to change in staff.

\$9,090.00 from Adult Services, Support, Salaries - Temporary Employees to Adult Services, Support, Salaries - Regular Employees because a substitute was erroneously paid out of the wrong account for five months.

\$13.12 from Adult Services, Support, Medicare to Adult Services, Support, Group Insurance - Dental because cost of benefits increased after budget was approved.

\$0.40 from Adult Services, Home-Based, Salaries - Regular Employees to Adult Services, Home-Based, Group Hospitalization to cover budget shortfall.

\$544.29 from Adult Services, Supported Employment, Salaries - Temporary Employees to Adult Services, Supported Employment, Group Hospitalization to cover a change in staff.

\$2,053.08 from Transportation, PERS to Transportation, Repair Vehicles to cover additional repair costs.

\$1,860.00 from Transportation, Medicare to Transportation, Salaries - Regular Employees - Support to cover a budget shortfall.

\$180.00 from Transportation, Group Hospitalization to Transportation, Salaries - Regular Employees - Support to cover a budget shortfall.

\$4,500.00 from Transportation, Salaries - Regular Employees - CP Drivers to Transportation, Salaries - Temporary Employees - CP Drivers to cover a budget shortfall.

\$1,000.00 from Transportation, Salaries - Temporary Employees - Bus Drivers to Transportation, Salaries - Temporary Employees - CP Drivers to cover a budget shortfall.

\$800.00 from Transportation, Salaries - Temporary Employees - Bus Drivers to Transportation, Salaries - Regular Employees - Bus Drivers to cover a budget shortfall.

\$6,471.07 from Transportation, Insurance - Vehicles to Transportation, Salaries - Regular Employees - Bus Drivers to cover a budget shortfall.

\$528.93 from Transportation, Group Hospitalization to Transportation, Salaries - Regular Employees - Bus Drivers to cover a budget shortfall.

\$5,000.00 from Transportation, Shop Equipment > \$500 to Transportation, Services - Transportation Contracts to cover a budget shortfall.

\$1,000.00 from Transportation, Supplies - Sundry to Transportation, Services - Transportation Contracts to cover a budget shortfall.

\$2,000.00 from Transportation, Supplies - Gas & Oil to Transportation, Services - Transportation Contracts to cover a budget shortfall.

\$300.00 from Transportation, Travel to Transportation, Services - Transportation Contracts to cover a budget shortfall.

\$80.00 from Transportation, Shop Equipment < \$500 to Transportation, Services - Transportation Contracts to cover a budget shortfall.

\$500.00 from Transportation, Shop Equipment < \$500 to Transportation, Vehicle Repairs to cover a budget shortfall.

\$400.00 from Transportation, In-service Professional Growth to Transportation, Repairs Vehicles to cover a budget shortfall.

\$615.00 from Cafeteria, Group Hospitalization to Cafeteria, Salaries - Temporary Employees to cover shortfall.

\$13.07 from Help Me Grow, Salaries - Regular Employees to Help Me Grow, Salaries - Temporary Employees to cover an error in paying an employee out of the wrong account.

\$53.95 from Help Me Grow, Salaries - Regular Employees to Help Me Grow, Group Insurance - Life to cover budget shortfall.

\$300.00 from Family Resource Services, Personal Services - STRS to Family Resource Services, PERS to cover costs based on which staff worked.

\$1,500.00 from Family Resource Services, Salary - Out of Home to Family Resource Services, Services in Home due to high usage.

\$0.33 from the Child Progress Indicator Grant Fund Supplies line item to the Transfer Out line item in order to prepare to move the money to the General Fund.

\$397.86 from Innovative Programs, Title V, FY 04, Supplies to the Transfer line item to prepare to transfer the left over money to the new fund for FY 05.

FINANCE COMMITTEE'S RECOMMENDATION 10-05: The Finance Committee recommended and so moved that the Board approve the following intra-fund transfers:

<u>From</u>	<u>To</u>	<u>Amount</u>
018-000-25-11-101-01-01005	018-000-25-11-101-99-33004	\$ 3.58
018-000-25-11-101-21-29999	018-000-25-11-101-99-33004	\$ 14.24
018-000-25-11-101-16-10010	018-000-25-11-101-14-10003	\$2,550.00
018-000-25-11-303-01-01005	018-000-25-11-303-11-10004	\$ 51.28
018-000-25-11-303-01-01005	018-000-25-11-303-11-10007	\$ 222.56
018-000-25-11-304-01-01005	018-000-25-11-304-11-10004	\$2,720.79
018-000-25-11-304-01-01005	018-000-25-11-304-11-10007	\$ 167.51
018-000-25-11-401-01-01006	018-000-25-11-401-01-01005	\$9,090.00

018-000-25-11-401-13-10006	018-000-25-11-401-11-10007	\$
	13.12	
018-000-25-11-404-01-01005	018-000-25-11-404-11-10004	\$
	0.40	
018-000-25-11-406-01-01006	018-000-25-11-406-11-10004	\$
	544.29	
018-000-25-11-501-12-10001	018-000-25-11-501-31-21003	\$2,053.08
018-000-25-11-501-13-10006	018-000-25-11-501-01-01005	\$1,860.00
018-000-25-11-501-11-10004	018-000-25-11-501-01-01005	\$
	180.00	
018-000-25-11-501-01-01007	018-000-25-11-501-01-01009	\$4,500.00
018-000-25-11-501-01-01008	018-000-25-11-501-01-01009	\$1,000.00
018-000-25-11-501-01-01008	018-000-25-11-501-01-01006	\$
	800.00	
018-000-25-11-501-31-26602	018-000-25-11-501-01-01006	\$6,471.07
018-000-25-11-501-11-10004	018-000-25-11-501-01-01006	\$
	528.93	
018-000-25-11-501-41-72002	018-000-25-11-501-31-22001	\$5,000.00
018-000-25-11-501-21-20099	018-000-25-11-501-31-22001	\$1,000.00
018-000-25-11-501-21-20025	018-000-25-11-501-31-22001	\$2,000.00
018-000-25-11-501-31-23099	018-000-25-11-501-31-22001	\$
	300.00	
018-000-25-11-501-41-72001	018-000-25-11-501-31-22001	\$
	80.00	
018-000-25-11-501-41-72001	018-000-25-11-501-31-21003	\$
	500.00	
018-000-25-11-501-31-23001	018-000-25-11-501-31-21003	\$
	400.00	
018-000-25-11-601-11-10004	018-000-25-11-601-01-01006	\$
	615.00	
018-000-25-11-901-01-01005	018-000-25-11-901-01-01006	\$
	13.07	
018-000-25-11-901-01-01005	018-000-25-11-901-11-10005	\$
	53.95	
075-000-26-18-075-12-10002	075-000-26-18-075-12-10001	\$
	300.00	
075-000-26-18-075-01-01006	075-000-26-18-075-31-21021	\$1,500.00

466-206-21-52-206-21-20001	466-206-21-52-206-91-99999	\$
	0.33	
078-009-26-18-009-21-20001	078-009-26-18-009-91-99999	\$
	397.86	

Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, yes
Mrs. Williams, yes	Mr. Honigford, yes	

2. Approve Supplemental Appropriation

\$3,703.95 was appropriated to the Advance Out line item of a grant fund in order to repay money previously advanced to the General Fund.

FINANCE COMMITTEE'S RECOMMENDATION 11-05: The Finance Committee recommended and so moved that the Board approve the following supplemental appropriation:

466-205-21-52-205-92-99998	\$3,703.95
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Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, yes
Mrs. Williams, yes	Mr. Honigford, yes	

3. Approve Inter-Fund Transfers

\$397.86 from Innovative Programs, Title V, FY 04 to Innovative Programs, Title V, FY 05.

\$8,703.95 from Special Education, Part B IDEA, FY 04 to General Fund to pay back an advance.

\$2,193.56 from Early Childhood Special Education, IDEA, FY 04 to General Fund to pay back an advance.

\$0.33 from Child Progress Indicator Grant Fund to General Fund to close out the fund.

FINANCE COMMITTEE'S RECOMMENDATION 12-05: The Finance Committee recommended and so moved that the Board approve the following inter-fund transfers:

<u>From</u>	<u>To</u>	<u>Amount</u>
078-009-26-18-009-91-99999	078-010-26-18-600-91-99999	\$
		397.86

466-205-21-52-205-92-99998	018-000-25-20-600-92-99998	\$8,703.95
466-007-21-52-007-92-99998	018-000-25-20-600-92-99998	\$2,193.56
466-206-21-52-206-91-99999	018-000-25-20-600-91-99999	\$ 0.33

Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

Mr. Healey, yes	Mr. Miller, yes	Mrs. Williams, yes
Mrs. Goodin, yes	Mr. Honigford, yes	

4. Correct 2005 Budget

There are a few corrections which need to be made to the 2005 budget. In Fund 075, the wrong account number was used for the State Revenue. In Fund 466-006, there was a staff member paid out due to a layoff which increased expenses in 2004 resulting in a negative cash balance. Since additional revenue will not be coming in, this necessitates reducing expenditures in 2005. In Fund 466-207, the Business Office thought no expenditures would be made in 2004. However, purchases were made resulting in the necessity to reduce expenditures in 2005. In Fund 466-208, again there was a staff payout due to layoffs resulting in a negative fund balance at the end of 2004. This necessitates reducing expenditures in 2005 since there will not be additional revenue coming in.

FINANCE COMMITTEE'S RECOMMENDATION 13-05: The Finance Committee recommended and so moved that the Board approve the corrections to the 2005 budget as submitted.

Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

Mr. Miller, yes	Mrs. Williams, yes	Mrs. Goodin, yes
Mr. Healey, yes	Mr. Honigford, yes	

- C. Personnel Committee
- D. Planning Committee
- E. Building Committee
- F. Policy Committee - Met January 24, 2005

1. Accept Policies for First Reading

- 1.55 Information Services - Computer Usage/Electronic Data
- 8.1.3 Adult Services

- 8.1.9 Early Intervention (Renumbered from 8.1.1.1)
- 8.5 Waiting Lists, Service Substitution Lists and Long-Term Service Planning Registries (Renumbered from 1.42)

Policy 8.1.3 - Adult Services and 8.5 - Waiting Lists, Service Substitution Lists and Long-Term Planning Registries (Renumbered from 1.42) were adopted in December on an emergency basis. The Board will now go through the public review process with three readings.

Policy 1.55, the Computer Usage Policy has been rewritten to comply with the HIPAA Security Standards: Final Rule. The HIPAA Security Standards: Final Rule requires our policy to address Physical, Technical, and Administrative Safeguards to ensure Electronic Protected Health Information (EPHI) is protected. Many of the issues are addressed in the current policy. However, they have not been addressed in sufficient detail to comply with the Security Standards: Final Rule. This policy expands on the issues in our current policy, and includes the items required by HIPAA that are not in our current policy. In the revised policy, we have addressed Security Management, Workforce Security, Security Awareness and Training, Staff Security Policies, Security Incident Procedures, Audit Control and Activity Reviews, Annual Security Evaluations, Media Disposal and Reuse, Facility Security and Access, Data Backups, Disaster Recovery and Emergency Operations, and Consequences for Violations of the Policy. The changes are not noted in the policy because in essence, the whole policy had to be rewritten.

Policy 8.1.9 is being revised to bring the Board policy into compliance with the new rule established by the Ohio Department of MR/DD. The new rule, and subsequently Board policy, more clearly identifies the relationship of Early Intervention with Help Me Grow. It also acknowledges the role of the Ohio Department of Health as being the lead agency responsible for serving children from birth to three.

POLICY COMMITTEE'S RECOMMENDATION 14-05: The Policy Committee recommended and so moved that the Board accept the following policies for first reading:

- 1.55 Information Services - Computer Usage/Electronic Data
- 8.1.3 Adult Services
- 8.1.9 Early Intervention
- 8.5 Waiting Lists, Service Substitution Lists and Long-Term Service Planning Registries (Renumbered from 1.42)

Mrs. Goodin moved.

Mrs. Williams seconded the motion of the Policy Committee.

Mrs. Williams, yes
Mr. Miller, yes

Mrs. Goodin, yes
Mr. Honigford, yes

Mr. Healey, yes

XI. New Business

A. Amend Program Calendar for 2004 - 2005

Because we are closing the Cole Street Facilities the end of June, it would be much better to take the last week in June as shutdown rather than the week of July 4 as has been our practice. The problem with that

is the “program year” runs from July 1 through June 30, which will leave us short days in this program year. We can make up three of the four days we will be short by changing our calendar. Superintendent Baldrige will request a waiver from the Ohio Department of MR/DD for the other day we will be short. If she is denied the waiver, she will bring this back to the Board for reconsideration.

SUPERINTENDENT'S RECOMMENDATION 15-05: Superintendent Baldrige recommended the Board amend the 2004 - 2005 Program Calendar as follows:

<u>Current</u>	<u>New Schedule</u>
March 25 - Adult Service Shutdown	Adult Service - Open
March 28 - Adult Service In-Service	Adult Service - Open
June 17 - Adult Service In-Service	Adult Service - Open
June 27 - 30 - Adult Service - Open	Adult Service - Shutdown

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

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

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, yes
Mrs. Williams, yes	Mr. Honigford, yes	

B. Approve Program Calendar for 2005 - 2006

With taking the summer shutdown early, the program calendar for 2005 - 2006 results in being open for service more days than is required by rule. The requirement for Early Intervention and Adult Services is 232 days. In the proposed calendar, Early Intervention will be open 233 days and Adult Services will be open 237 days. Preschool and School age will be open the typical amount of time.

SUPERINTENDENT'S RECOMMENDATION 16-05: Superintendent Baldrige recommended the Board approve the Program Calendar for 2005 - 2006 as presented.

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

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

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, yes
Mrs. Williams, yes	Mr. Honigford, yes	

C. Approve Change in Position Description

With the reduction in Service and Support Associates, the decision has been made to provide less service coordination for the people who live at the Mary Ann Brown Residential Facility, which is an ICF/MR. Under rule, the responsibility for service coordination for people residing in ICF/MR’s rests with the residential provider. We have gone above what is required in the past. There still is a need to have a professional from our Board participate in the program planning for each resident. Therefore, after meeting

with the facility and with our staff, we decided to add this duty to the position description of the Intake Coordinator. We are proposing to change the title to Intake/Support Services Coordinator to more clearly reflect her new duties. Since it was just one change which has been agreed to by the effected parties on staff, no Personnel Committee meeting was held.

SUPERINTENDENT'S RECOMMENDATION 17-05: Superintendent Baldrige recommended the Board approve the revised position description for the Intake Coordinator, with a new title of Intake/Support Services Coordinator.

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

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

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mrs. Goodin, yes

Mr. Honigford, yes

D. Renew Agreement for Transportation Services with MPA Services, Inc.

We have contracted with MPA Services for the provision of transportation for the persons they serve under the same arrangements we have with some other residential providers. The cost is \$11.25 per one way trip per vehicle. This is a benefit to both the residential provider as well as the Board.

SUPERINTENDENT'S RECOMMENDATION 18-05: Superintendent Baldrige recommended the Board renew the Agreement for Transportation Services with MPA Services, Inc. at a cost of \$11.25 per one way trip per vehicle, effective March 10, 2005 to March 9, 2006.

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

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

Mr. Miller, yes

Mrs. Williams, yes

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Honigford, yes

E. Approve Inspection Reports

On December 20, 2004, the Lima Fire Equipment Company inspected the sprinkler system at Marimor Industries, Inc. on Ada Road. On the 21st, they inspected the kitchen hood system at Marimor School and the fire extinguishers throughout the agency. All systems were found to be in compliance with two extinguishers requiring a recharge. Security Unlimited Corp. inspected the fire alarm system on December 20, 2004. All units passed testing. On January 18, 2005, the Allen County General Health District conducted the School Environment Inspection and had no recommendations.

SUPERINTENDENT'S RECOMMENDATION 19-05: Superintendent Baldrige recommended the Board accept the following inspection reports:

Inspection

Company Performing Inspection

Date

Sprinkler System	Lima Fire Equipment Company	12/20/04
Kitchen Hood	Lima Fire Equipment Company	12/21/04
Fire Extinguishers	Lima Fire Equipment Company	12/21/04
Fire Alarm System	Security Unlimited Corp.	12/20/04
School Environment	Allen County General Health District	01/18/05

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

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

Mrs. Williams, yes	Mrs. Goodin, yes	Mr. Healey, yes
Mr. Miller, yes	Mr. Honigford, yes	

F. Approve Purchase of Two Cars

The mileage on our two oldest cars that are in use is 229,258 and 208,265. The next highest mileage is 178,062. We currently have 9 cars, two which are used by staff traveling for business. The staff cars save the agency between \$12,000 to \$14,000 per year. The other seven cars are used to take people to and from their jobs in the community. We budgeted for the replacement of two cars this year. Orders on the current price listing must be received by February 5, 2005.

SUPERINTENDENT'S RECOMMENDATION 20-05: Superintendent Baldrige recommended the Board approve the purchase of two cars through the State Cooperative Purchasing System administered by the Ohio Department of Administrative Services at the following cost per car:

Car	\$12,324.00
Delivery	50.00
30 Day Tags	<u>10.25</u>
Total/Car	\$12,384.25

One manual will also be purchased at a cost of \$299.00. Total cost for both cars is \$25,067.50.

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

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

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, yes
Mrs. Williams, yes	Mr. Honigford, yes	

G. Appoint Delegate and Alternate to the 2005 Spring Delegate Assembly Meeting of the Ohio Association of County Boards of MR/DD

On Wednesday, March 2, 2005 at 4:30 p.m. there will be a Delegate Assembly Meeting of the Ohio Association of County Boards of MR/DD in Columbus. We need to have a delegate and an alternate selected to represent our Board at this meeting

SUPERINTENDENT'S RECOMMENDATION 21-05: Superintendent Baldrige recommended the Board appoint Gina Goodin as the delegate to the 2005 Spring Delegate Assembly Meeting of the Ohio Association of County Boards of MR/DD and Superintendent Baldrige as the alternate delegate.

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

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

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Mr. Honigford, yes

Mr. Miller, yes

H. Abolish Two Vacant Service and Support Associate Positions, One Vacant Speech/ Language Therapist Position and One Quality Control Analyst Position

In November, the Board abolished one Service and Support Associate position and announced our intention of abolishing two more by March 1. With this announcement, two SSA's have resigned, leaving the positions vacant. Therefore, we can go ahead and abolish the next two positions at this time. Further, for several years, we have had a third speech/language therapist position approved by the Board. We were unsuccessful in filling this position, and of course, in light of our budget issues, we are no longer trying to fill the position. Therefore, this vacant position can also be abolished at this time. The vacant Quality Control Analyst position can also be abolished.

SUPERINTENDENT'S RECOMMENDATION 22-05: Superintendent Baldrige recommended the Board abolish two vacant Service and Support Associate positions, one vacant Speech/Language Therapist position and one vacant Quality Control Analyst position.

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

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

Mr. Healey, yes
Mrs. Goodin, yes

Mr. Miller, yes
Mr. Honigford, yes

Mrs. Williams, yes

I. Approve Funding for Dual Diagnosis Intervention Team

For a number of years, this county has had an effective team made up of staff from a number of agencies that serve children which addresses the needs of children with complex, multi-system needs. This group has been called Intersystems and is administered by the Family and Children First Council. For a number of years, our Board has put \$30,000 per year into this collaborative effort. The results have been very beneficial to children and their families. There is a need for this same type of collaborative effort for adults who are high need.

We have been meeting with the Mental Health & Recovery Services Board to establish a similar kind of team for adults. This is very significant progress. Lutheran Social Services is at the table and very willing to work with our people. They have already started a sex offenders group here to replace the work Westwood was doing for us. One of the key items to make such a team work is money. We are proposing to put \$10,000 into the adult team. This money can come out of Fund 077, Residential rather than Fund 018, General Fund. Therefore, it is affordable. Lutheran Social Services has agreed to serve as fiscal agent for these funds. The Mental Health & Recovery Services Board will most likely match the money we put in, pending their Board approval.

SUPERINTENDENT'S RECOMMENDATION 23-05: Superintendent Baldrige recommended the Board provide \$10,000 to the Dual Diagnosis Intervention Team for use in meeting the needs of clients eligible for MR/DD services in Allen County.

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

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

Mr. Miller, yes
Mr. Healey, yes

Mrs. Williams, yes
Mr. Honigford, yes

Mrs. Goodin, yes

- J. Approve a Resolution Withholding Consent for the Remission of Taxes, Penalties, and Interest on an Application for Real Property Tax Exemption Filed Under Section 3 of Sub. H.B. NO. 362 of the 125th General Assembly

Superintendent Baldrige has received correspondence from our County Auditor, Ben Diepenbrock regarding our right to withhold consent for amnesty for unpaid taxes.

SUPERINTENDENT'S RECOMMENDATION 24-05: Superintendent Baldrige recommended the Board approve a Resolution Withholding Consent for the Remission of Taxes, Penalties, and Interest on an Application for Real Property Tax Exemption Filed Under Section 3 of Sub. H.B. NO. 362 of the 125th General Assembly.

SECTION 1: This Board objects to a remission of taxes, penalties, and interest for those tax years beyond the regular three-year remission period contained in permanent law under section 5713.081(A) of the Ohio Revised Code.

SECTION 2: This Board therefore, withholds its consent to any property owner filing an exemption application with the Tax Commissioner under Section 3 of Sub. H.B. No. 362 of the 125th General Assembly seeking remission of taxes, penalties, and interest beyond the statutory period referred to in SECTION 1 of this Resolution.

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

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

Mrs. Williams, yes

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Miller, yes

Mr. Honigford, yes

K. Approve Change in School Fees

For the first time this year, we charged a \$20.00 per child school fee to help with the purchase of supplies that are needed. In comparison to other schools, this is extremely reasonable. To date, we have only received the fees for approximately 50% of the children who attend Marimor School. In other schools, they hold report cards until the fee is paid. This is not an option for us. Superintendent Baldrige would like to recommend that we charge a family rate. We have several families with two or more children who attend our program. The fee schedule would be \$20.00 for the first child, \$35.00 for two children, and \$40.00 for three or more children. It is hoped that by lowering the fee we may be able to collect something. Superintendent Baldrige recommended this change be retroactive for the 2004-2005 school year. This would require us refunding \$5.00 to one family as they have already paid the full amount for their two children.

SUPERINTENDENT'S RECOMMENDATION 25-05: Superintendent Baldrige recommended the Board approve a change in the school fees schedule, retroactive for the 2004-2005 school year, to \$20.00 for the first child, \$35.00 for two children, and \$40.00 for three or more children.

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

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

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mr. Honigford, yes

XII. Old Business

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Healey moved to adjourn the meeting at 8:25 p.m.

Mrs. Williams seconded the motion to adjourn.

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mr. Honigford, yes

Chris Calvelage, Clerk

Greg Miller, Recording Secretary

Regular Board Meeting
February 23, 2005 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH