

April 26, 2006

- 52-06 Approval of the Agenda
- 53-06 Approval of Minutes of the March 22, 2006 Regular Board Meeting
- 54-06 Concur with Payment of Bills, pages 2 – 53 and 55 – 71
- 55-06 Concur with Payment of Bills, pages 1 and 54
- 56-06 Approval of Hire of Alicia Ellerbrock as Employment Specialist
Approval of Hire of Melissa Brown as Help Me Grow Family Support Specialist
Approval of Hire of Michelle Elchert as Workshop Assistant/Bus Aide
Approval of Transfer of Vickie Cartwright from Service and Support Associate to Behavior Support Specialist
Approval of Transfer of Sherry Bishop from Workshop Assistant/Bus Aide to Workshop Assistant
Approval of Transfer of Deb Neeley from Educational Aide /Bus Aide-School Age to Educational Aide-School Age
Approval of Termination of Kathy Griesdorn as Workshop Assistant
Approval of Termination of Judy Shaffer as Help Me Grow Service Coordinator
Approval of Termination of Joy Miller as Help Me Grow Project Director
- 57-06 Approve Direct Service Contracts
- 58-06 Approval of Inter-Fund Advance
- 59-06 Approval of the Second Reading of the following Policies:
 - 1.13 Table of Organization
 - 1.45 Records Format, Retention Schedule (RC-2) and Document Destruction
- 60-06 Approval of the First Reading of the following Policy:
 - 8.1.7 Service and Support Administration
- 61-06 Approve Memorandum of Agreement with St. Rita's Medical Center for Interfacing with Help Me Grow and the HIPAA Business Associate Agreement
- 62-06 Appoint Family Resource Committee
- 63-06 Appoint Delegate to the Delegate Assembly of the Ohio Association of County Boards of MR/DD
- 64-06 Approve Expenses for Staff Appreciation Picnic
- 65-06 Approve Tentative Agreement with AFSCME

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES
April 26, 2006

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, April 26, 2006 in the Administration Conference Room. President Rockhold called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. Charles Fuller, present	Mrs. Gina Goodin, present	Mr. Edward Healey, present
Mr. Robert Honigford, present	Mr. Gregory Miller, present	Mrs. Kathryn Williams, present
Dr. Jon Rockhold, present		

II. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Resolutions for Delegate Assembly

Superintendent Baldrige

RESOLUTION 52-06:

Mrs. Goodin moved to approve the agenda.

Mr. Miller seconded the motion to approve the agenda.

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

III. Approval of the minutes of the March 22, 2006 regular meeting of the Allen County Board of MR/DD.

RESOLUTION 53-06:

Mr. Miller moved to approve the minutes of the March 22, 2006 regular meeting of the Allen County Board of MR/DD.

Mr. Fuller seconded the motion to approve the minutes.

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

Mr. Honigford, yes
Mr. Fuller, yes

Mr. Miller, yes
Mrs. Goodin, 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 – 53 and 55 – 71.

Bills are now being paid by the courthouse. The additional good news is that our staff have now been trained and given permission to directly enter our bills into their system. This should greatly improve the accuracy of payment as well as the timeliness.

RESOLUTION 54-06:

Mr. Miller moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, pages 2 – 53 and 55 - 71, during the month of March.

Mr. Fuller seconded the motion.

Mr. Honigford, yes
Mr. Fuller, yes
Dr. Rockhold, yes

Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Williams, yes
Mr. Healey, yes

- B. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, pages 1 and 54.

RESOLUTION 55-06:

Mr. Honigford moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, pages 1 and 54, during the month of March.

Mrs. Williams seconded the motion.

Mr. Miller, yes
Mrs. Goodin, abstain
Dr. Rockhold, yes

Mrs. Williams, yes
Mr. Healey, yes

Mr. Fuller, yes
Mr. Honigford, yes

V. Correspondence

- Thank-you letter from Karen Gaffney

VI. Hearing of the Public

VII. Reports

A. Betty Alberding presented on the book that her class created which was published in the Lima News on March 7, 2006. Mrs. Alberding's class was the First Runner-Up in the Dr. Seuss contest sponsored by the National Education Association during Newspaper-In-Education Week.

B. Board Discussion

1. Strategic Planning – Deferred to old business.

2. Content of Board Reports – Are they meeting your needs?

The Board decided that the Content of the Board Report was sufficient. They will revisit this again in six months.

VIII. Superintendent's Report

A. Fiscal – March Revenue

Fund 2018, General Fund

1.	Local Tax Revenue	
a.	Real Estate Tax	2,160,069.73
b.	Personal Property Tax	150,994.06
c.	Mobile Home Tax	11,717.01
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	2,293.67
b.	Other Enrollee Fees	225.00
c.	Services - Supported Employment	9,435.88
d.	Services - Transportation	342.75
e.	Services – Other (ICF/MR Active Treatment)	59,584.00
f.	Services – Tuition	1,974.13
g.	Sales - Cafeteria	3,319.85
3.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	48,234.40
b.	Dept. of Ed. Funding-Preschool	10,166.37
c.	Dept. of Ed. Transportation	8,406.88
d.	Dept. of Ed. Other	164.26
e.	Federal School Breakfast Program	1,396.90
f.	Federal School Lunch Program	2,520.26
g.	Other – MRDD	4,702.00
h.	HMG TANF	24,471.39
i.	HMG GRF	7,072.49
j.	HMG Part C	37,897.44

4.	k.	Other Receipts	99.41
	4.	Other	
	a.	Refunds	276.43
	b.	Employee Portion of Hospitalization	21,171.11
	c.	Employee Optional Life	8,878.76
	d.	Other Receipts (Marimor Ind., Other)	205.51
	e.	Sundry Revenue	4,082.68

Fund 2075, Family Resource Services

1.	Reimbursements	1,632.08
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Fund 2077, Residential Services

1.	MR/DD Allocation	12,797.00
2.	Other Receipts	10,120.22

Fund 2078, Innovative Education Title V, FY 06

1.	Grant Revenue	28.74
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Fund 4018, Permanent Improvement

1.	Local Tax Revenue		
	a.	Real Estate Tax	187,975.66
	b.	Personal Property Tax	13,129.91
	c.	Mobile Home Tax	1,018.85
2.	Sundry Revenue (ODE Money to Purchase Buses)	2,250.97	

Fund 2460, Early Childhood Special Ed. IDEA FY 06

1.	Grant Revenue	3,275.25
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Fund 2469, Special Education, Part B, IDEA FY 06

1.	Grant Revenue	10,330.92
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Fund 2930, Unspecified

2.	Donations	3,973.89
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B. Personnel Report

1.	New Hires
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- a. Alicia Ellerbrock was hired as an Employment Specialist effective April 12, 2006 at Step 0 of the AFSCME Salary Scale.
- b. Melissa Brown was hired as the Help Me Grow Family Support Specialist effective April 7, 2006 at \$11.06/hour for 16 hours per week.
- c. Michelle Elchert was hired as a Workshop Assistant/Bus Aide effective April 10, 2006 at Step 1 of the AFSCME Salary Scale.

2. Transfers

- a. Vickie Cartwright transferred from Service and Support Associate to Behavior Support Specialist at an annual salary of \$40,000 effective March 2, 2006.
- b. Sherry Bishop transferred from Workshop Assistant/Bus Aide to Workshop Assistant effective April 3, 2006 at the same AFSCME step.
- c. Debra Neeley transferred from Educational Aide/Bus Aide-School Age to Educational Aide-School Age effective April 3, 2006 at the same AFSCME step.

3. Terminations

- a. Kathy Griesdorn resigned as a Workshop Assistant effective March 31, 2006.
- b. Judy Shaffer resigned as a Help Me Grow Service Coordinator effective April 21, 2006.
- c. Joy Miller resigned as the Help Me Grow Project Director effective April 26, 2006.

SUPERINTENDENT’S RECOMMENDATION 56-06: Superintendent Baldrige recommended the Board accept the Personnel Report as presented.

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

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

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

Mr. Fuller, yes
 Mr. Honigford, yes

Mrs. Goodin, yes
 Mr. Miller, yes

C. Administrative

- 1. Children’s Services Report
- 2. Adult Services Report
- 3. Community Support Services Report, LODDI, Inc. Minutes of April 11, 2006, and Financial Statements
- 4. Help Me Grow Report
- 5. Human Resource Report, HR Newsletters for March and April

IX. Committee Reports

A. Ethics Council – Met April 26, 2006

1. Approve Direct Service Contracts

ETHICS COUNCIL’S RECOMMENDATION 57-06: 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>
Richard Scherger	1 Year	\$75.00 per hour
MPA Services, Inc.	1 Year	\$16.00 HPC and \$0.38 Mileage
CRSI, Inc.	3 Months	Varies based on Service Plans
Angela Patterson	6 Months	\$12.00 per hour

Mr. Fuller moved.

Mr. Honigford seconded the motion of the Ethics Council.

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

B. Finance Committee – Met April 25, 2006

Mr. Miller reported that the Finance Committee has reviewed and discussed an analysis of Mandated Services vs. Non-Mandated Services report that was done by Superintendent Baldrige and Martha Nance, the Director of Business. Of the non-mandated services, the Committee then looked at areas where someone other than the County Board has responsibility. Those areas include preschool, school-age services and active treatment for those living in ICF/MR facilities.

FINANCE COMMITTEE’S RECOMMENDATION 58-06: The Finance Committee recommended and so moved the Board approve the following inter-fund advance:

\$172.45 From 10010117 – 179001, General Fund Reserves
To 20780491-590901, Innovative Education Grant.

Mr. Miller moved.

Mr. Honigford seconded the motion of the Finance Committee.

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

- C. Personnel Committee
- D. Planning Committee
- E. Building Committee
- F. Policy Committee – Met April 25, 2006
 - 1. Accept Policies for Second Reading
 - 1.13 Table of Organization
 - 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction

No comments have been received during the last month.

POLICY COMMITTEE'S RECOMMENDATION 59-06: The Policy Committee recommended and so moved that the Board accept the following policies for second reading:

- 1.13 Table of Organization
- 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

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

- 2. Accept Policy for First Reading

- 8.1.7 Service and Support Administration

The rule has changed for service and support administration which has resulted in our policy being rewritten. It replaces Case Management/Service Coordination.

POLICY COMMITTEE'S RECOMMENDATION 60-06: The Policy Committee recommended and so moved that the Board accept the following policy for first reading:

- 8.1.7 Service and Support Administration

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

Mr. Honigford, yes
Mr. Fuller, yes
Dr. Rockhold, yes

Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Williams, yes
Mr. Healey, yes

X. New Business

A. Approve Memorandum of Agreement with St. Rita's Medical Center for Interfacing with Help Me Grow and the HIPAA Business Associate Amendment

Help Me Grow has been working to have access at St. Rita's Medical Center to enhance linkage with children who have identified delays in development, and new mothers. St. Rita's is now willing to do this.

SUPERINTENDENT'S RECOMMENDATION 61-06: Superintendent Baldrige recommended the Board approve the Memorandum of Agreement with St. Rita's Medical Center and the HIPAA Business Associate Amendment which permits the Child Find Service Coordinator to be housed at the hospital. This agreement shall be from May 1, 2006 through June 30, 2007.

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

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

Mr. Miller, yes
Mrs. Goodin, yes
Dr. Rockhold, yes

Mrs. Williams, abstain
Mr. Healey, yes

Mr. Fuller, yes
Mr. Honigford, yes

B. Appoint Family Resource Committee

The Board is required to appoint a Family Resource Committee on an annual basis per policy. Jeannie Stahl has recommended the following membership.

SUPERINTENDENT'S RECOMMENDATION 62-06: Superintendent Baldrige recommended the Board appoint the following people to the Family Resource Committee for the following year:

Tammy Hern	Family Member of a Child
Linda Kayser	Family Member of an Adult
Kim Konst	Childrens Services Staff Member
Kathy Burnett	Adult Services Staff Member
Kristy Schweingruber	SSA Staff Member
Vickie Knapp	Certified Provider
Sherr Blackston	Secretary
Jeannie Stahl	Director of Community Support Services

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

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

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

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, yes

C. Appoint Delegate to the Delegate Assembly of the Ohio Association of County Boards of MR/DD

There will be a Delegate Assembly of the Ohio Association of County Boards of MR/DD on May 24 from 6:00 to 7:30 p.m. The Board needs to appoint a delegate and an alternate.

SUPERINTENDENT'S RECOMMENDATION 63-06: Superintendent Baldrige recommended the Board appoint Bob Honigford as the delegate to the Delegate Assembly of the Ohio Association of County Boards of MR/DD on May 24 and appoint Gina Goodin as the alternate.

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

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

Mr. Fuller, yes
Mr. Honigford, yes
Dr. Rockhold, yes

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Mrs. Williams, yes

D. Approve Expenses for Staff Appreciation Picnic

Last year, we didn't get a staff appreciation event scheduled and just divided some money among departments for them to recognize their staff as they wished. This year, we are scheduled to have a staff picnic on June 11 at the Ottawa Park. We are asking the Board to provide meat, dinnerware and a few prizes. This is a scaled back version of the dinner we used to have at the Old Barn Out Back. Participants will be asked to bring a side dish to share. This will be a family event. Board members will also be invited.

SUPERINTENDENT'S RECOMMENDATION 64-06: Superintendent Baldrige recommended the Board approve using up to \$1,500 for the staff appreciation picnic on June 11, 2006.

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

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

Mrs. Goodin, yes
Mr. Miller, yes
Dr. Rockhold, yes

Mr. Healey, yes
Mrs. Williams, yes

Mr. Honigford, yes
Mr. Fuller, yes

ADJOURN INTO EXECUTIVE SESSION TO DISCUSS UNION NEGOTIATIONS

Mr. Miller moved to adjourn into Executive Session to discuss union negotiations at 5:24 p.m.

Mr. Fuller seconded the motion.

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

Mr. Honigford, yes
Mr. Fuller, yes

Mr. Miller, yes
Mrs. Goodin, yes

Reconvene into Regular Session

Mr. Fuller moved to reconvene into regular session at 5:37 p.m.

Mr. Honigford seconded the motion.

Mr. Honigford, yes
Mr. Fuller, yes
Dr. Rockhold, yes

Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Williams, yes
Mr. Healey, yes

E. Approve Tentative Agree with AFSCME

AFSCME has ratified the tentative agreement.

SUPERINTENDENT'S RECOMMENDATION 65-06: Superintendent Baldrige recommended the Board approve the Tentative Agreement with AFSCME for the period February 1, 2006 through January 31, 2009.

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

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

Mr. Honigford voiced concern because we are continuing to give raises and steps when there is a deficit budget with revenue losses. This is not acceptable because it could mean more layoffs and the loss of more services. Dr. Rockhold is concerned about the fact that our funding can be cut at the whim of the Federal or State Government. Therefore entering into such a contract is concerning.

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

Mr. Honigford, no
Mr. Fuller, yes

Mr. Miller, yes
Mrs. Goodin, yes

F. Directions to Delegate Regarding Resolutions

There are 2 proposed resolutions that will be voted on at the Delegate Assembly. The first Resolution is to simplify the current dues structure and to establish an adequate and equitable source of revenue for the Association. The calculation of dues would be based on a "per enrollee cost" for each County Board. This resolution is also asking that the Board of Trustees have the authority to determine the

need for a “special assessment” for litigation involving or impacting a majority of the member county boards. The second Resolution deals with recommending the Ohio Revised Code be modified in order to change the admission criteria for state operated developmental centers. This is necessary to respond to an increase in the number of individuals with MRDD who cannot be adequately served in the community.

XI. Old Business

A. Vision, Mission, and Values

Strategic Planning – The Board’s role is to determine the vision and mission of the agency. Since it will be three years since our last strategic planning this fall, the Board decided to meet on the afternoon of October 13, 2006 for this purpose. The Board will work on vision, mission, values, and principles. The strategic planning process will then be turned over to staff and stakeholders to develop goals and objectives.

B. Format of Board Agenda

The format of the Board Agenda was discussed. It was decided that Superintendent Baldrige will work on streamlining the agenda to combine sections in the agenda into one vote. The proposed format is to have one vote for the agenda, one vote for routine matters such as the minutes from the prior meeting, payment of bills and transfer of funds, one vote for Ethics, one vote for policies and then new business.

C. Annual Dinner

The Annual Dinner was discussed. It was determined that the purpose of the Annual Dinner was to honor people (clients, staff and community members) and Disability Awareness. The Board discussed the possibility of having a different type of guest speaker next year such as a Commissioner, Judge, State Representative or a local coach. They also discussed the possibility of moving the dinner to a Saturday instead of a Thursday night.

D. NOWAC Fee Schedule

Superintendent Baldrige has been talking with the Arc of Allen County about the possibility of them doing our Quality Assurance Reviews. She has also talked with the Director of the Department about whether we can delegate quality assurance reviews to non-governmental entities. If he decides that we are not permitted to do that, we will have to bring this function back in-house or continue to contract with NOWAC. Superintendent Baldrige will continue to check on our options and this will be discussed again at the next Board Meeting.

XII. Other Items to Come Before the Board

XIII. Adjournment

Mr. Fuller moved to adjourn the meeting at 6:24 p.m.

Mr. Healey seconded the motion to adjourn.

Mr. Honigford, yes
Mr. Fuller, yes
Dr. Rockhold, yes

Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Williams, yes
Mr. Healey, yes

Regular Board Meeting
May 17, 2006 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Greg Miller, Recording Secretary