

August 10, 2007

93-07 Approve Specifications for Soil Remediation

94-07 Approve Management Employment Contract with Michael W. Steiger

95-07 Approve Correction for Two Management Employee Salaries

96-07 Approve Fee Schedule for the Rehabilitation Services Administration

97-07 Approve Behavior Restraint – The Seated Restraint

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES
August 10, 2007

11:45 a.m. Special Meeting

Allen County Board of MR/DD
2500 Ada Road
Lima, OH 45801

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in a special session on Friday, August 10, 2007. President Rockhold called the meeting to order at 11:45 a.m. with the following roll call response:

Mr. David Bowers, present
Mr. Edward Healey, present
Dr. Jon Rockhold, present

Mr. Charles Fuller, present
Mr. Gregory Miller, excused

Mrs. Gina Goodin, present
Mrs. Kathryn Williams, present

II. Hearing of the Public

III. New Business

A. Approve Specifications for Soil Remediation

Dana Sterling from the Commissioner's Office has developed specifications for the soil remediation project that must be completed by October 11, 2007.

SUPERINTENDENT'S RECOMMENDATION 93-07: Superintendent Baldrige recommended the Board approve the specifications for soil remediation and authorized Superintendent Baldrige to request approval of said specifications from the Allen County Commissioners. Further, Superintendent Baldrige recommended the Board request the Allen County Commissioners run advertisements for bid on August 16 and 23 with bid opening to occur at the Commissioners office on August 30, 2007 at 10:30 a.m. The estimate for the cost of the work ranges between \$85,000 and \$100,000.

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

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

Mr. Fuller, yes
Mrs. Williams, yes

Mrs. Goodin, yes
Mr. Bowers, yes

Mr. Healey, yes
Dr. Rockhold, yes

B. Approve Management Employment Contract with Michael W. Steiger

Superintendent Baldrige has appointed Michael W. Steiger to the position of Human Resource Director at an annual salary of \$58,000. Superintendent Baldrige recommended he be given vacation accrual at the rate of four weeks per year. If we just consider the time he worked under the Public Employment system, he would be entitled to three weeks. However, given the extent of his employment history, four weeks is more reasonable.

SUPERINTENDENT’S RECOMMENDATION 94-07: Superintendent Baldrige recommended the Board approve the Management Employment Contract for Michael W. Steiger for the position of Human Resource Director at an annual salary of \$58,000 with four weeks vacation per year.

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. Bowers, yes

Mr. Healey, yes
Mr. Fuller, yes

Mrs. Williams, yes
Dr. Rockhold, yes

C. Correct Salary for Two Management Employees

When the Board considered the salary implications for non-union employees in light of the 27 pay contract year the resolution overlooked two employees who work a specified number of days per year. The Cook and the Administrative Assistant for the school work a shortened year. Therefore, they are not in fact working additional hours during the next contract year as others who work full-time are. Therefore, their annual salary should be divided by 27 rather than 26.

SUPERINTENDENT’S RECOMMENDATION 95-07: Superintendent Baldrige recommended the Board award Joan Hardesty an annual salary of \$28,860 and Annette Miller an annual salary of \$30,411. Their biweekly pay will be computed by dividing their salary by 27 for the contract year beginning July 1, 2007, ending June 30, 2008.

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
Mr. Fuller, yes

Mrs. Williams, yes
Mrs. Goodin, yes

Mr. Bowers, yes
Dr. Rockhold, yes

D. Approve Fee Schedule for the Rehabilitation Services Administration

Angie Herzog and Martha Nance have developed a fee schedule for a Transition to Work program that has been developed in conjunction with Apollo and the Rehabilitation Services Administration.

SUPERINTENDENT’S RECOMMENDATION 96-07: Superintendent Baldrige recommended the Board approve the Fee Schedule for the Transition to Work program which will be provided in partnership with the Apollo Career Center.

Intake and Assessment	\$ 600
Work Experience	\$1,100
Job Development	\$ 800
Placement in Permanent Paid Employment	\$ 800
Successful Closure	\$ 500

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

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

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

E. Approve Behavior Restraint

This restraint is a variation of the Couch Restraint that is already Board approved. It is required for a specific client and was introduced to us by a provider agency. The difference between it and the Couch restraint is the arm position.

Matt Burklo, Habilitation Manager, explained how The Seated Restraint would work. He said that the clients’ hands would be held down to the side instead of in their lap. Also the clients’ shoulders would be in front of the people that would be holding them so that they would be leaning forward a little bit to prevent the client from hitting the back of their head on the wall. Superintendent Baldrige asked if there was a way to make sure that the clients’ shoulders would not be hyper extended. Matt explained that this restraint does not put that much stress on the clients’ shoulders. He stated that they would emphasize hand positioning during the training so that they are not turning & twisting too far on the clients’ shoulders.

SUPERINTENDENT’S RECOMMENDATION 97-07: Superintendent Baldrige recommended the Board approve The Seated Restraint as presented.

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

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

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

IV. Other Items to Come Before the Board

V. Adjournment

Mrs. Goodin moved to adjourn the meeting at 12:00 p.m.

Mr. Healey seconded the motion to adjourn.

Mr. Bowers, yes

Mr. Healey, yes

Mr. Fuller, yes

Mrs. Williams, yes

Mrs. Goodin, yes

Dr. Rockhold, yes

Regular Board Meeting
September 26, 2007 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Kathryn Williams, Recording Secretary