

December 20, 2010

124-10 Approval of the Agenda

125-10 Approval of the Minutes of the November 22, 2010 Board Meeting
Concurrence with the payment of bills in November, pages 3-12, 14-24, 26-31, and 33-39
Accept Personnel Report
Resignation of Christina Asher as Workshop Assistant/Bus Aide

126-10 Concurrence with the payment of bills in November, pages 1, 2, 13, and 25

127-10 Concurrence with the payment of bills in November, page 32

128-10 Approve the following Direct Service Providers:
Innovative Opportunities, Inc.

129-10 Approve the following Finance Actions:
Inter-Fund Transfers
Intra-Fund Transfers
Supplemental Appropriation

130-10 Adopt Budget for 2011

131-10 Policy Actions:
Adopt Policy 5.2.14 – Nepotism Policy
Adopt Policy 5.2.15 – Calamity Days
Adopt Policy 5.2.16 – Beginning Rates of Compensation

132-10 Approve the following Contracts and Leases
Michael Flanagan – Program Dynavoxes and DynaMyte Communication Devices
Consumer Support Services – Agreement for Transportation Services
Jay Smith – Assistance with APPLE Presentation
Joe Vance – Assistance with APPLE Presentation
Laura Herron – Assistance with APPLE Presentation
Michael Flanagan – Assistance with APPLE Presentation

133-10 Adopt the 2011 Annual Action Plan

134-10 Recommend Placing Equipment on GovDeals.net for Auction

135-10 Accept the following Inspection Report:
Ohio Department of Health – Standard Inspection of Food Service

136-10 Approval of Employee Appreciation Dinner

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

December 20, 2010

4:45 p.m. Regular Board Meeting

2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Monday, December 20, 2010. President Goodin called the meeting to order at 4:45 p.m. with the following roll call response:

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

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 Joe Brown read the vision statement for the Board. Joe works at Chuck E. Cheese as a game attendant and at Westgate Lanes as a porter. Joes likes working with Marimor Industries. He stated that he has a lot of respect for the Job Coaches and the SSA's. He appreciates all they have done for him. Joe stated that the most important thing to him was his family. Joe currently lives with his mom. He has lots of brothers and sisters. Joe likes to hang out with his friends, go to movies, help in the community and likes talking to people. Joe also has gotten his driver's license and is able to drive himself.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Employee Appreciation Dinner

Superintendent Baldrige

RESOLUTION 124-10:

Dr. Snyder moved to approve the agenda.

Mr. Bowers seconded the motion to approve the agenda.

Mr. Garlock, yes	Mrs. Hoops, yes	Mrs. McLaurine, yes
Mr. Miller, yes	Dr. Snyder, yes	Mr. Bowers, yes
Mrs. Goodin, yes		

IV. Correspondence

V. Hearing of the Public

ADJOURN INTO EXECUTIVE SESSION

Mr. Bowers moved to adjourn into executive session to discuss union negotiations with legal council at 4:58 p.m.

Mr. Miller seconded the motion.

Mrs. Hoops, yes
Dr. Snyder, yes
Mrs. Goodin, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mr. Garlock, yes

RECONVENE INTO REGULAR SESSION

Mrs. McLaurine moved to reconvene into regular session at 5:45.

Mr. Garlock seconded the motion.

Mrs. McLaurine, yes
Mr. Bowers, yes
Mrs. Goodin, yes

Mr. Miller, yes
Mr. Garlock, yes

Dr. Snyder, yes
Mrs. Hoops, yes

VI. Reports

A. Staff Report – Esther Baldrige presented on findings regarding reserve funds.

B. Best Practice – Esther Baldrige presented best practice regarding maintenance of reserve funds. A reserve should be in place in case of emergencies and for unanticipated situations. When establishing a policy for reserve funds, a government agency should take into consideration the predictability of its revenue and the volatility of its expenditures. It should also take into consideration possible budget cuts and the potential drain of the general fund from other funds. Liquidity, Commitments and Assignments should also be considered.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 125-10: Superintendent Baldrige recommended the Board consent to the following items:

A. Approval of the minutes of the regular meeting of the Allen County Board of Developmental Disabilities held on November 22, 2010.

B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of November, pages 3 – 12, 14 – 24, 26 – 31, and 33 – 39.

C. Accept Personnel Report

1. Terminations

- a. Christina Asher resigned as a Workshop Assistant/Bus Aide effective December 17, 2010

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

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

Mr. Miller, yes	Dr. Snyder, yes	Mr. Bowers, yes
Mr. Garlock, yes	Mrs. Hoops, yes	Mrs. McLaurine, yes
Mrs. Goodin, yes		

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 126-10: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities in November, pages 1, 2, 13, and 25.

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

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

Dr. Snyder, abstain	Mr. Bowers, yes	Mr. Garlock, yes
Mrs. Hoops, yes	Mrs. McLaurine, yes	Mr. Miller, yes
Mrs. Goodin, yes		

SUPERINTENDENT’S RECOMMENDATION 127-10: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities in November, page 32.

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

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

Mr. Bowers, abstain	Mr. Garlock, yes	Mrs. Hoops, yes
Mrs. McLaurine, yes	Mr. Miller, yes	Dr. Snyder, yes
Mrs. Goodin, yes		

IX. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

1.	Tax Revenue	
a.	Personal Property Tax	504,071.71
2.	Fees for Service/Local	
a.	Transportation Fees	2,321.96
b.	Sales – Cafeteria	4,316.50

c.	Service – Supported Employment	4,398.31
d.	Service – Tuition	8,583.32
e.	Services – Other	33,100.80
3.	State and Federal Revenue	
a.	Special Ed Units – School	73,729.10
b.	Special Ed Units – Preschool	10,955.78
c.	Transportation – DOE	9,607.95
d.	Federal School Breakfast	1,805.38
e.	Federal School Lunch	3,009.28
f.	RSC VRP3	50,299.51
g.	VRP3 Partnership Match	10,133.90
h.	Help Me Grow – General Revenue	5,041.21
i.	Help Me Grow – Part C ARRA	16,904.34
j.	Help Me Grow – Part C	41,316.80
k.	Title XIX	49,438.74
l.	EFMAP	5,411.10
m.	Other Receipts	745.00
4.	Other Revenue	
a.	P/R Transfer Option Life	2,041.50
b.	P/R Transfer – Hospital HRA	22,352.52
c.	P/R Transfer – Hospital HSA	4,595.54
d.	Refund	.35
e.	Sundry Revenue	204.50

Fund 2075, Family Resource Services

1.	Reimbursement	451.88
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Fund 2077, Residential Services

1.	Other Receipts	3,887.54
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Fund 2460, Early Childhood Special Education - IDEA

1.	Grant Revenue	6,600.00
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Fund 2469, Special Education, Part B IDEA

1.	Grant Revenue	13,400.00
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Fund 2930, Unspecified

1.	Donations	381.64
2.	Interest	
	17.51	

Fund 4018, Permanent Improvements

1.	Tax Revenue	
a.	Personal Property Tax	43,832.33

b. Sundry Revenue 1,326.40

Fund 9893, Flexible Savings Account

1. Employee Contribution 1,829.00

B. Administrative

- 1. Children’s Services Report
- 2. Adult Services Report
 - Marimor Industries Financial Report included for Finance Committee only
- 3. Community Support Services - LODDI, Inc. Minutes of December 9, 2010 and Financial Statements for Finance Committee
- 4. Human Resource Report and the HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council – Met November 22, 2010

ETHICS COUNCIL RECOMMENDATION 128-10: 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>
Innovative Opportunities, Inc.	1 Year	\$16.00 per hour

Mrs. McLaurine moved.

Dr. Snyder seconded the motion of the Ethics Council.

Mr. Garlock, yes	Mrs. Hoops, yes	Mrs. McLaurine, yes
Mr. Miller, yes	Dr. Snyder, yes	Mr. Bowers, yes
Mrs. Goodin, yes		

B. Finance Committee – Met on December 16, 2010

FINANCE COMMITTEE’S RECOMMENDATION 129-10: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfer

From 30030131 340233, General Fund, Children’s Services Support, Speech Services
 To 30030331 340232, General Fund, Child’s Services - Preschool, Occupational Therapy
 \$6,500 occupational therapy expenses are more than anticipated.

From 30030131 340233, General Fund, Children’s Services Support, Speech Services

To 30030331 340234, General Fund, Child's Services - Preschool, Physical Therapy
\$2,000 physical therapy expenses are more than anticipated.

From 30030131 340233, General Fund, Children's Services Support, Speech Services
To 30030431 340232, General Fund, Children's Services – School Age, Occupational Therapy
\$1,000 occupational therapy expenses are more than anticipated.

From 30030417 170005, General Fund, Children's Services - School Age, Salary - Employees
To 30030117 170043, General Fund, Children's Services Support, Salary – Temp Employees
\$45,000 to cover costs thru remainder of year – additional one-on-one aide needed – not originally budgeted
– four full-time staff out for extended period of time over last year.

From 30030417 171001, General Fund, Children's Services - School Age, PERS
To 30030117 171001, General Fund, Children's Services Support, PERS
\$1,500 to cover costs thru remainder of year – increased due to salaries being increased.

From 30030417 171002, General Fund, Children's Services - School Age, STRS
To 30030117 171002, General Fund, Children's Services Support, STRS
\$4,000 to cover costs thru remainder of year – increased due to salaries being increased.

From 30030417 171001, General Fund, Children's Services - School Age, PERS
To 30030117 172001, General Fund, Children's Services Support, Medicare
\$320 to cover costs thru remainder of year – increased due to salaries being increased.

From 30030417 170005, General Fund, Children's Services - School Age, Salary - Employees
To 30030317 171002, General Fund, Children's Services - Preschool, STRS
\$100 to cover STRS costs for remainder of year.

From 30030417 170005, General Fund, Children's Services - School Age, Salary - Employees
To 30030217 170005, General Fund, Early Intervention, Salary Employees
\$15,200 summer speech therapist paid from this line item – budgeted to pay out of school admin line item –
540 supplemental hours budgeted – actually paid 644 supplemental hours.

From 30030417 170005, General Fund, Children's Services - School Age, Salary - Employees
To 30030217 171002, General Fund, Early Intervention, STRS
\$2,100 to cover costs thru remainder of year – increased due to salaries being increased.

From 30030417 170005, General Fund, Children's Services - School Age, Salary - Employees
To 30030217 172001, General Fund, Early Intervention, Medicare
\$200 to cover costs thru remainder of year – increased due to salaries being increased.

From 40040731 370434, General Fund, Adult Services, VRP3, Occupancy
To 40040121 210001, General Fund, Adult Services Support, Office Supplies
\$200 funds needed for office supplies for first of the year.

From 40040731 370434, General Fund, Adult Services, VRP3, Occupancy
To 40040131 370655, General Fund, Adult Services Support, In-Service Professional Growth
\$800 funds needed for forklift training, winter conference and various classes.

From 40040731 370434, General Fund, Adult Services, VRP3, Occupancy
To 40040621 219099, General Fund, Supported Employment, Supplies Sundry
\$800 funds needed for RSC reimbursements.

From 40040731 370434, General Fund, Adult Services, VRP3, Occupancy
To 40040631 360499, General Fund, Supported Employment, Travel Sundry
\$300 funds needed for travel expenses.

From 50050117 170042, General Fund, Transportation, Salary Bus Drivers
To 10010117 171001, General Fund, Administration, PERS
\$2,310 to cover costs thru remainder of year.

From 50050117 170042, General Fund, Transportation, Salary Bus Drivers
To 60060117 170043, General Fund, Cafeteria, Salary Temp Employees
\$945 to cover costs thru remainder of year.

From 10010121 211001, General Fund, Administration, Postage
To 10010117 176001, General Fund, Administration, Memberships
\$100 to cover higher than anticipated costs.

From 10010131 370655, General Fund, Administration, Inservice Professional Growth
To 10010131 320004, General Fund, Administration, Optional Life Insurance
\$1,700 to correct transfer made to the wrong account.

From 10010117 174001, General Fund, Administration, Unemployment
To 10010117 170005, General Fund, Administration, Salary - Employees
\$7,200 to cover costs thru remainder of year – administrative salaries higher than anticipated.

From 10010131 320005, General Fund, Administration, Optional HSA
To 10010131 370655, General Fund, Administration, Optional Life Insurance
\$1,700 to cover costs thru remainder of year.

From 10010121 211001, General Fund, Administration, Postage
To 10010131 340599, General Fund, Administration, Services Sundry
\$1,399.13 to cover higher than anticipated secure scan costs.

From 10010121 219099, General Fund, Administration, Sundry
To 10010131 340599, General Fund, Administration, Services Sundry
\$804.50 to cover higher than anticipated secure scan costs.

From 10010131 370629, General Fund, Administration, Dues
To 10010131 340599, General Fund, Administration, Services Sundry
\$1,000 to cover higher than anticipated secure scan costs.

From 20020131 310003, General Fund, Plant Maintenance, Utilities Garbage
To 20020131 330612, General Fund, Plant Maintenance, Repairs Electrical
\$250 to cover higher than anticipated repair costs.

From 20020131 340415, General Fund, Plant Maintenance, Utilities Heating

To 20020131 310002, General Fund, Plant Maintenance, Utilities Electricity
\$10,556.05 to higher than anticipated electricity costs.

From 20020131 340415, General Fund, Plant Maintenance, Services Heating
To 20020121 216002, General Fund, Plant Maintenance, Janitorial
\$1,000 to cover higher than anticipated costs.

From 20020131 330614, General Fund, Plant Maintenance, Repairs Heating and Cooling
To 20020131 330612, General Fund, Plant Maintenance, Repairs Electrical
\$350 to cover higher than anticipated costs.

From 20020121 219099, General Fund, Plant Maintenance, Sundry
To 20020131 330613, General Fund, Plant Maintenance, Repairs Plumbing
\$2,320.84 to cover higher than anticipated costs.

From 20020131 330614, General Fund, Plant Maintenance, Repairs Heating and Cooling
To 20020131 330613, General Fund, Plant Maintenance, Repairs Plumbing
\$409.41 to cover higher than anticipated costs.

From 20020131 340415, General Fund, Plant Maintenance, Services Heating
To 20020131 330613, General Fund, Plant Maintenance, Repairs Plumbing
\$2,500 to cover higher than anticipated costs.

From 30030117 175001, General Fund, Children's Services Support, Medical Premiums HRA
To 30030117 175012, General Fund, Children's Services Support, Medical Premiums HSA
\$15 to cover HSA costs for remainder of year due to employee transfer.

From 30030117 175001, General Fund, Children's Services Support, Medical Premiums HRA
To 30030117 170043, General Fund, Children's Services Support, Salary – Temp Employees
\$4,500 to cover costs thru remainder of year.

From 30030117 175001, General Fund, Children's Services Support, Medical Premiums HRA
To 30030117 171001, General Fund, Children's Services Support, PERS
\$685 to cover costs thru remainder of year – increased due to salaries being increased.

From 30030231 340232, General Fund, Early Intervention, Occupational Therapy
To 30030231 340234, General Fund, Early Intervention, Physical Therapy
\$1,900 - physical therapy costs have been more than anticipated.

From 30030417 175001, General Fund, Child's Services – School Age, Medical Premiums-
HRA
To 30030417 175012, General Fund, Child's Services – School Age, Medical Premiums-HSA
\$1,280 - new employee opted to take HSA insurance – budgeted HRA insurance.

From 40040117 171001, General Fund, Adult Services Support, PERS
To 40040117 171002, General Fund, Adult Services Support, STRS
\$4.01 sub instructor subbed at workshop – no STRS originally budgeted.

From 40040617 175001, General Fund, Supported Employment, Medical Premiums-HRA
To 40040617 170043, General Fund, Supported Employment, Salary-Temp Employees
\$3,000 to cover salary costs thru end of year – sub usage higher than anticipated due to new summer programs through VRP3.

From 40040617 170005, General Fund, Supported Employment, Salary - Employees
To 40040617 170043, General Fund, Supported Employment, Salary – Temp Employees
\$5,500 to cover salary costs thru end of year – sub usage higher than anticipated due to new summer programs.

From 50050117 170042, General Fund, Transportation, Salary – Bus Drivers
To 50050117 170005, General Fund, Transportation, Salary – Regular Employees
\$12,800 to cover salary costs thru December – Sub mechanic wages paid out of regular employees – not originally budgeted in this line item.

From 50050117 170048, General Fund, Transportation, Salary – Temp CP Drivers
To 50050117 170047, General Fund, Transportation, Salary – CP Drivers
\$6,500 to cover salary costs thru December – Bus Driver / CP Driver wages not originally budgeted to be split between two line items – all her wages budgeted to be paid out of Salary – Bus Drivers.

From 50050117 170042, General Fund, Transportation, Salary – Bus Drivers
To 60060117 170005, General Fund, Cafeteria, Salary - Employees
\$1,250 to cover costs thru remainder of year.

From 50050117 170042, General Fund, Transportation, Salary – Bus Drivers
To 60060117 170043, General Fund, Cafeteria, Salary – Temp Employees
\$500 to cover costs thru remainder of year.

From 50050117 170042, General Fund, Transportation, Salary – Bus Drivers
To 60060117 171001, General Fund, Cafeteria, PERS
\$350 to cover costs thru remainder of year – increased due to salaries being increased.

From 70070117 175001, General Fund, Community Support Services, Medical Premiums HRA
To 70070117 175012, General Fund, Community Support Services, Medical Premiums HSA
\$359 to cover HSA costs for remainder of year.

From 70070117 170043, General Fund, Community Support Services, Salary Temp Employees
To 70070117 171001, General Fund, Community Support Services, PERS
\$600 to cover PERS costs for remainder of year.

From 90090117 170005, General Fund, Help Me Grow Project, Salary Employees
To 90090141 410450, General Fund, Help Me Grow Project, Equipment < \$500
\$64 to cover costs for battelle licensure and support costs.

From 90090131 310004, General Fund, Help Me Grow Project, Utilities - Telephone
To 90090121 219099, General Fund, Help Me Grow Project, Sundry
\$292.93 to transfer funds to cover higher than anticipated costs.

From 90090117 176020, General Fund, Help Me Grow Project, Employee Screenings
To 90090121 219099, General Fund, Help Me Grow Project, Sundry
\$227 to transfer funds to cover higher than anticipated costs.

From 90090117 170005, General Fund, Help Me Grow Project, Salary - Employees
To 90090117 170043, General Fund, Help Me Grow Project, Salary – Temp Employees
\$411.52 to cover salary costs for substitute employee – no money originally budgeted for a sub employee.

From 90090117 170005, General Fund, Help Me Grow Project, Salary - Employees
To 90090117 175001, General Fund, Help Me Grow Project, Medical Premiums - HRA
\$6,500 to cover cost of HRA health insurance for remainder of year.

From 90090131 340005, General Fund, Help Me Grow Project, Services Consulting
To 90090131 370655, General Fund, Help Me Grow Project, Inservice Professional Growth
\$324 to cover higher than anticipated costs.

From 90090131 340005, General Fund, Help Me Grow Project, Services Consulting
To 90090121 216060, General Fund, Help Me Grow Project, Children’s Trust Fund
\$1,471 to cover higher than anticipated costs.

From 90090131 360499, General Fund, Help Me Grow Project, Travel Sundry
To 90090121 216060, General Fund, Help Me Grow Project, Children’s Trust Fund
\$1,475.47 to cover higher than anticipated costs.

Approve Inter-Fund Transfers

From 10010194 940001, General Fund, Administration, Advance Out
To 20750492 590902, Family Resources Service Fund, Revenue, Advance In
\$10,000 to provide funding to cover FRS family requests / services through the remainder of 2010.

From 10010193 930001, General Fund, Administration, Transfer Out
To 98960491 590901, MRDD HRA - Fund, Revenue, Transfer In – Project #89610
\$66,000 to cover HRA expenses for the year.

Approve Supplemental Appropriation

To 40040717 170005, General Fund, Adult Services, VRP3, Salaries-Employees
\$41,500 to cover salary costs thru remainder of year.

To 40040717 171001, General Fund, Adult Services, VRP3, PERS
\$5,700 to cover costs thru remainder of year – increased due to salaries being increased.

To 40040717 172001, General Fund, Adult Services, VRP3, Medicare
\$550 to cover costs thru remainder of year – increased due to salaries being increased.

To 70070117 170005, General Fund, Community Support Services, Salaries - Employees
\$33,000 to cover costs thru remainder of year.

To 70070117 171001, General Fund, Community Support Services, PERS
\$650 to cover costs thru remainder of year – increased due to salaries being increased.

To 70070117 175001, General Fund, Community Support Services, Medical Premiums - HRA
\$1,710 to cover costs thru remainder of year – one additional staff person added to department.

To 70070117 175004, General Fund, Community Support Services, Dental
\$250 to cover costs thru remainder of year – one additional staff person added to department.

To 20751617 170044, Family Resources Service Fund, Salary-Temp Out-of-Home Care
\$1,500 to meet the anticipated requests of families.

To 20751621 219099, Family Resources Service Fund, Expenditures, Sundry
\$1,500 to meet the anticipated requests of families.

To 20751631 340215, Family Resources Service Fund, Expenditures, Service – In-Home Care
\$4,000 to meet the anticipated requests of families.

To 20751641 410470, Family Resources Service Fund, Expenditures, Adaptive Equipment
\$2,000 to meet the anticipated requests of families.

Mr. Miller moved.

Mr. Bowers seconded the motion of the Finance Committee.

Mrs. Hoops, yes
Dr. Snyder, yes
Mrs. Goodin, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mr. Garlock, yes

1. Adopt Budget for 2011

The Finance Committee has reviewed the budget proposed for 2011. A summary is as follows:

<u>REVENUE</u>	<u>2010 Budget</u>	<u>2011 Budget</u>
General Fund	13,823,819	14,176,386
Family Resource Service	96,248	92,700
Residential Services	629,594	388,000
Early Childhood Special Education		26,763
Special Education – Part B		52,602
Unrestricted Fund	20,800	20,800
Permanent Improvement Fund	549,799	537,935
DD FSA	40,600	<u>40,000</u>
TOTAL		15,335,186

<u>EXPENDITURES</u>		
General Fund (without reserves and liabilities)	13,752,459	14,015,564
Family Resource Service	106,248	102,700
Residential Services	542,682	455,500
Early Childhood Special Education		27,007

Special Education – Part B		58,410
Unrestricted Fund	80,000	80,000
Permanent Improvement Fund	677,250	678,700
DD FSA	40,600	<u>40,100</u>
		15,457,981

General Fund expenditures have increased by 2% over the budget for last year and 6% over the projected actual for 2010. Reasons for the increase include the addition of the following staff:

Service and Support Associate beginning in July
 Early Intervention Specialist (1/2 time)
 Speech and Language Therapist (1/2 time)
 Extended hours for the School’s Administrative Assistant

Additionally, the VRP3 program has been expanded significantly for the following year. Health insurance increased between 12.5% and 16%.

FINANCE COMMITTEE’S RECOMMENDATION 130-10: The Finance Committee recommended and so moved the budget for 2011 be adopted as presented.

Mr. Miller moved.

Mr. Garlock seconded the motion of the Finance Committee.

Mrs. McLaurine, yes
 Mr. Bowers, yes
 Mrs. Goodin, yes

Mr. Miller, yes
 Mr. Garlock, yes

Dr. Snyder, yes
 Mrs. Hoops, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee – Met November 22, 2010

The Nepotism, Calamity Day and Beginning Rate of Compensation Policies are being updated in light of recent changes in legislation. These policies have gone through the three reading process because the Board’s response to the change in law surrounding calamity days is optional. It also impacts on a benefit that staff have enjoyed.

POLICY COMMITTEE RECOMMENDATION 131-10: The Policy Committee recommended and so moved the following actions:

1. Adopt Policy 5.2.14 – Nepotism Policy
2. Adopt Policy 5.2.15 – Calamity Days
3. Adopt Policy 5.2.16 – Beginning Rates of Compensation

Mrs. Hoops moved.

Mrs. McLaurine seconded the motion of the Policy Committee.

Mr. Miller, yes
Mr. Garlock, yes
Mrs. Goodin, yes

Dr. Snyder, yes
Mrs. Hoops, yes

Mr. Bowers, yes
Mrs. McLaurine, yes

XII. New Business

A. Approve Contracts and Leases

SUPERINTENDENT'S RECOMMENDATION 132-10: Superintendent Baldrige recommended the Board approve the following contracts and leases:

Type: Agreement for Services
Party: Michael Flanagan
Purpose: To program Dynavoxes and DynaMyte communication devices
Term: December 23, 2010 through December 22, 2011
Cost: \$7.40 per hour

Type: Agreement for Transportation Services
Party: Consumer Support Services
Purpose: To provide additional staff for transporting an enrollee
Term: January 1, 2011 through December 31, 2011
Cost: \$11.00 per hour

Type: Agreement for Services
Party: Jay Smith
Purpose: Assistance with APPLE presentations
Term: January 1, 2011 through December 31, 2011
Cost: \$15.00 per hour, not to exceed \$450

Type: Agreement for Services
Party: Joe Vance
Purpose: Assistance with APPLE presentations
Term: January 1, 2011 through December 31, 2011
Cost: \$15.00 per hour, not to exceed \$1,200

Type: Agreement for Services
Party: Laura Herron
Purpose: Assistance with APPLE presentations
Term: January 1, 2011 through December 31, 2011
Cost: \$15.00 per hour, not to exceed \$450

Type: Agreement for Services
Party: Michael Flanagan
Purpose: Assistance with APPLE presentations
Term: January 1, 2011 through December 31, 2011
Cost: \$15.00 per hour, not to exceed \$450

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

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

Dr. Snyder, yes
Mrs. Hoops, yes
Mrs. Goodin, yes

Mr. Bowers, yes
Mrs. McLaurine, yes

Mr. Garlock, yes
Mr. Miller, yes

B. Adopt the 2011 Annual Action Plan

The public hearing on the Annual Action Plan was held on December 16, 2010.

SUPERINTENDENT'S RECOMMENDATION 133-10: Superintendent Baldrige recommended the Board approve the Annual Action Plan for 2011 as presented.

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

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

Mr. Bowers, yes
Mrs. McLaurine, yes
Mrs. Goodin, yes

Mr. Garlock, yes
Mr. Miller, yes

Mrs. Hoops, yes
Dr. Snyder, yes

C. Recommend Placing Equipment on GovDeals.net for Auction

The following equipment has been determined to no longer have value to our agency, particularly considering our space constraints. Therefore, we would like to sell it on GovDeals.net.

SUPERINTENDENT'S RECOMMENDATION 134-10: Superintendent Baldrige recommended the Board recommend the Allen County Commissioners declare the following items 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, authorize administration to auction said items on GovDeals.net, following procedures established by the County Commissioners.

<u>Tag #</u>	<u>Description</u>
20271	Piano
20272	Piano Bench
22790	Gretsch snare drum, stand, in hard gray case
	ChromAharp Autoharp with hard gray case
	ChromAharp Autoharp with hard black case
	Drum – small snare – no case
	Guitar – Harmony in hard black case
	Handchimes set – in hard burgundy case
	Keyboard – Casio CT-615
	Keyboard – Casio CT-625
	Keyboard – Casio Casiotone 7000
	Keyboard – Suzuki Keyman PK49 in zip up silver/red soft case

Stereo – AIWA NSX5200 with remote and 2 big speakers and 2 small speakers

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

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

Mr. Garlock, yes
Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Hoops, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

D. Accept Inspection Report

SUPERINTENDENT'S RECOMMENDATION 135-10: Superintendent Baldrige recommended the Board accept the following inspection reports:

Inspector: Ohio Department of Health
Type of Inspection: Standard Inspection of food service
Date: October 20, 2010
Findings: No violations
Corrective Action: N/A

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

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

Mrs. Hoops, yes
Dr. Snyder, yes
Mrs. Goodin, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mr. Garlock, yes

E. Employee Appreciation Dinner

Mike Steiger is requesting the Board approve expenses for the annual employee appreciation dinner. It is scheduled for January 28, 2011 at Westgate Lanes. The cost would be approximately \$15.00 per person.

SUPERINTENDENT'S RECOMMENDATION 136-10: Superintendent Baldrige recommended the Board approve hosting an annual employee appreciation dinner on January 28, 2011, at a cost not to exceed \$3,000.

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

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

Mrs. Hoops, yes
Dr. Snyder, yes
Mrs. Goodin, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mr. Garlock, yes

XIII. Board Discussion

- Appoint Nominating Committee

Dr. Snyder, Mr. Garlock and Mr. Miller will serve on the Nominating Committee.

The Board discussed individuals who could possibly replace Mr. Bowers and Mrs. Hoops on the Board.

CORE VALUE	POSITIVE DIRECTION	OBSTACLES	REDIRECTION
Customer Driven	Clients are paid to do APPLE presentations.		
Quality Services	Joe Brown loves the services that are provided to him.		
Collaboration & Partnering			
Integrity	Staff reports on Reserve Funds and Carryover		
Stewardship	Staff reports on Reserve Funds and Carryover		
Consumer Participation	Joe Brown read vision statement.		
	Clients are paid to do APPLE presentations.		

XIV. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Mr. Miller moved to adjourn into executive session to discuss the superintendent’s evaluation at 6:55 p.m.

Mr. Garlock seconded the motion.

Mrs. McLaurine, yes
 Mr. Bowers, absent
 Mrs. Goodin, yes

Mr. Miller, yes
 Mr. Garlock, yes

Dr. Snyder, yes
 Mrs. Hoops, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into regular session at 8:27 p.m.

Mrs. Hoops seconded the motion.

Mr. Miller, yes
 Mr. Garlock, yes
 Mrs. Goodin, yes

Dr. Snyder, yes
 Mrs. Hoops, yes

Mr. Bowers, absent
 Mrs. McLaurine, yes

XV. Adjournment

Dr. Snyder moved to adjourn the meeting at 8:30 p.m.

Mr. Miller seconded the motion to adjourn.

Dr. Snyder, yes
Mrs. Hoops, yes
Mrs. Goodin, yes

Mr. Bowers, absent
Mrs. McLaurine, yes

Mr. Garlock, yes
Mr. Miller, yes

Organizational Meeting
and
Regular Board Meeting
January 24, 2011
Allen County Board of Developmental Disabilities
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

David Bowers, Recording Secretary