

January 24, 2011

- 3-11 Approval of the Agenda
- 4-11 Approval of the Minutes of the December 20, 2010 Board Meeting
Concurrence with the payment of bills in December, pages 1-42
Accept Personnel Report
Transfer of Tyler Sneary from Workshop Assistant to Workshop Assistant/Bus Aide
- 5-11 Approve the following Direct Service Providers:
Champaign Residential Services, Inc
RMS of Ohio
RMS of Ohio
- 6-11 Approve the following Finance Actions:
Intra-Fund Transfers
Inter-Fund Transfers
Supplemental Appropriation
- 7-11 Policy Actions:
Adopt Policy 7.03 Purchasing
- 8-11 Approve the following Contracts and Leases
Northwest Ohio Waiver Administration Council – Contract for Services
Area Agency on Aging 3 – Vehicle Lease Agreement
- 9-11 Approve Summer Program for 2011
- 10-11 Adopt Program Calendar for 2011-2012
- 11-11 Accept the following Inspection Reports:
Lima Fire Equipment Company – Sprinkler System
Lima Fire Equipment Company – Kitchen Hood
Lima Fire Equipment Company – Fire Extinguishers
- 12-11 Resolution Specifying the Amount of Funds Available to pay the Nonfederal Share of Medicaid Expenses
- 13-11 Expand VRP3 Project for Federal Fiscal Year 2011
- 14-11 Approve Research Proposal
- 15-11 Approve the Creation of a Quality Analyst Position and a VRP3 Coordinator Position

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

January 24, 2011

5:00 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, January 24, 2011. President Goodin called the meeting to order at 4:50 p.m. with the following roll call response:

Mr. Martin Garlock, 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 Diane Smith read the vision statement for the Board. Diane lives at R & R Apartments. She used to live in the Brenneman Home. She has lived on her own for ten years. Diane like where she lives. She plays games with the other residents of the apartment building. Diane likes to be with people but she also likes her private time. Diane participated in a bowling tournament. She got second place. She is on Marimor’s bowling league. Diane also likes to use the exercise bike, play basketball and watch television. Diane is also a YMCA member.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

| <u>Item(s) Added</u> | <u>Requested By</u> |
|---|-------------------------|
| Research Proposal | Superintendent Baldrige |
| Quality Analyst Position for Marimor Industries | Superintendent Baldrige |
| Revise VRP3 Expansion | Superintendent Baldrige |
| Correspondence from Lana Hoops | Superintendent Baldrige |

RESOLUTION 3-11:

Mrs. McLaurine moved to approve the agenda.

Mr. Miller seconded the motion to approve the agenda.

Mr. Garlock, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mrs. Goodin, yes

Mr. Miller, yes

IV. Correspondence

- A. Letter from Kim Koogler
- B. Letter from Mary Early
- C. Letter from the family of Betty Honigford
- D. Letter from Lana Hoops

V. Hearing of the Public

Peggy Cockerell distributed cards to the Board Members that the students of Marimor School made for Board Member Appreciation Month.

Lana Hoops stated her concerns with kids falling through the “cracks” in the public school system. Lana challenged the Board to find those students that need help and to find ways to help them.

VI. Reports

A. Staff Report – Theresa Schnipke presented information regarding our waiting lists. Theresa stated that five waiting lists are kept. They are as follows:

1. ICFMR – has 32 beds, 4 wings with 8 beds in each wing. Currently have 29 people on waiting list.
2. LODDI – non-profit housing – includes house with no supports. Currently have 105 people on waiting list. We currently have 17 LODDI homes. There are no openings.
3. Supported Living- Currently 113 people on waiting list. 52 of these individuals have a Level I Waiver. 17 of these individuals live on their own and are doing ok. The rest live at home with family.
4. Level I Waiver – for children and adults without intensive needs. They currently live at home with parents who are under 60 years of age. Currently there are 173 people on this waiting list.
5. IO Waiver – Currently 354 on waiting list. This is the most expensive waiver. Of the 354 individuals, 130 have Level I Waivers and 43 live in an ICFMR or a nursing home. Some individuals also have supported living.

Individuals will stay on a waiting list for assurance. They can say no when a spot opens but are still able to stay on the list. In regards to waiting lists, priority individuals are those with caregivers over the age of 60, an adult or child with an intensive need or adult service refinancing.

B. Best Practice – Jeannie Stahl presented best practice regarding maintenance of waiting lists. Jeannie Stated that waiting lists have increased by 22% with no increase in funding to meet the needs. Needs are prioritized according to urgent needs such as a parent dying and critical needs such as severe behaviors or issues at home. In regards to waiting lists, there has been a shift in moving away from what number you are on the list to assessing what your needs are. Ohio has done some of this by developing priority categories. We currently only have resources to address urgent and critical needs. Jeannie stated that we need to look for ways to support families in their own home. Do we offer more respite or more Level I Waivers?

Mrs. McLaurine stated that we need to provide tools to individuals to empower themselves. Lana Hoops said that there needs to be creative ways for people to help themselves. Mrs. Goodin stated the individuals in public schools may not know how to get on a waiting list. Jeannie said that these individuals are getting on the waiting lists. Theresa said that we do hold meetings at public schools but the attendance is usually low or none. Mr. Garlock asked if we are adopting this best practice or evolving to this best practice. Jeannie stated that we are doing a better job of assessing people's needs; however, the state of Ohio has not adopted this as best practice.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 4-11: 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 December 20, 2010.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of December, pages 1 – 42.
- C. Accept Personnel Report
 - 1. Transfers
 - a. Tyler Sneary transferred from a Workshop Assistant to Workshop Assistant/ Bus Aide effective January 13, 2011 at the same AFSCME Salary Step.

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

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

Mrs. McLaurine, yes
Mr. Garlock, yes

Mr. Miller, yes
Mrs. Goodin, yes

Dr. Snyder, yes

VIII. Exception Agenda

IX. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

| | | |
|----|-----------------------------------|-----------|
| 1. | Fees for Service/Local | |
| | a. Transportation Fees | 2,614.71 |
| | b. Sales – Cafeteria | 2,784.06 |
| | c. Service – Supported Employment | 14,217.59 |
| | d. Service – Tuition | 5,211.71 |
| | e. Service – Transportation | 50.00 |
| | f. Services – Other | 34,204.16 |
| | g. Other Enrollee Fees | 99.00 |
| 2. | State and Federal Revenue | |

| | | |
|----|--------------------------------|------------|
| a. | Special Ed Units – School | 73,729.05 |
| b. | Special Ed Units – Preschool | 11,190.63 |
| c. | Transportation – DOE | 9,607.94 |
| d. | Federal School Breakfast | 1,721.48 |
| e. | Federal School Lunch | 3,213.96 |
| f. | Other DODD | 98,655.95 |
| g. | Help Me Grow – General Revenue | 33,034.70 |
| h. | Help Me Grow – Part C | 2,729.09 |
| i. | Title XIX | 536,713.37 |
| j. | EFMAP | 56,222.01 |
| k. | Other Receipts | 905.00 |
| 3. | Other Revenue | |
| a. | P/R Transfer Option Life | 2,029.64 |
| b. | P/R Transfer – Hospital HRA | 18,271.72 |
| c. | P/R Transfer – Hospital HSA | 10,818.78 |
| d. | Insurance Refund | 146.34 |
| e. | Refund | 1,967.12 |
| f. | Sundry Revenue | 589.96 |

Fund 2075, Family Resource Services

| | | |
|----|---------------|--------|
| 1. | Reimbursement | 189.82 |
|----|---------------|--------|

Fund 2077, Residential Services

| | | |
|----|----------------|--------|
| 1. | Other Receipts | 731.09 |
|----|----------------|--------|

Fund 2460, Early Childhood Special Education - IDEA

| | | |
|----|---------------|----------|
| 1. | Grant Revenue | 3,300.10 |
|----|---------------|----------|

Fund 2469, Special Education, Part B IDEA

| | | |
|----|---------------|----------|
| 1. | Grant Revenue | 8,800.47 |
|----|---------------|----------|

Fund 2930, Unspecified

| | | |
|----|-----------|--------|
| 1. | Donations | 120.00 |
| 2. | Interest | 15.80 |

Fund 4018, Permanent Improvements

| | | |
|----|----------------|-----------|
| 1. | Sundry Revenue | 12,290.49 |
|----|----------------|-----------|

Fund 9893, Flexible Savings Account

| | | |
|----|-----------------------|--------|
| 1. | Employee Contribution | 926.36 |
|----|-----------------------|--------|

B. Administrative

1. Children's Services Report
2. Adult Services Report
 - Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services
4. Human Resource Report and the HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council – Met January 24, 2011

ETHICS COUNCIL RECOMMENDATION 5-11: The Ethics Council recommended and so moved the following direct service contracts be approved as presented:

| <u>Provider</u> | <u>Contract Period</u> | <u>Contract Rate</u> |
|--------------------------------------|------------------------|----------------------|
| Champaign Residential Services, Inc. | 11 Weeks | \$18.00 per hour |
| | | \$ 0.38 per mile |
| RMS of Ohio | 1 Year | \$18.00 per hour |
| | | \$ 0.38 per mile |
| RMS of Ohio | 1 Year | \$18.00 per hour |
| | | \$ 0.38 per mile |

Mrs. McLaurine moved.

Dr. Snyder seconded the motion of the Ethics Council.

Mr. Miller, yes

Dr. Snyder, yes

Mr. Garlock, yes

Mrs. McLaurine, yes

Mrs. Goodin, yes

B. Finance Committee – Met on January 20, 2011

FINANCE COMMITTEE'S RECOMMENDATION 6-11: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

From 20020131 310005, General Fund, Plant Maintenance, Utilities – Water and Sewer
To 20020131 340599, General Fund, Plant Maintenance, Services Sundry
\$170 to cover higher than anticipated Terminix costs.

From 30030121 211001, General Fund, Children's Services Support, Postage
To 30030117 176001, General Fund, Children's Services Support, Memberships
\$200 to cover the cost of dues that should have been billed in 2009.

From 40040117 175001, General Fund, Adult Services Support, Medical Premiums – HRA
To 40040117 171002, General Fund, Adult Services Support, STRS
\$6.02 to cover the costs of STRS for a substitute teacher working in the Industries as a substitute.

From 70070117 175001, General Fund, Community Support Services, Medical Premiums – HRA
To 70070117 175012, General Fund, Community Support Services, Medical Premiums – HSA
\$195.42 to cover the cost of an employee switching coverage during open enrollment,

From 40040517 170005, General Fund, Adult Services, Industrial Systems, Salary – Employee
To 40040617 170005, General Fund, Adult Services, Supported Employment, Salary – Employee
\$145.54 to cover salaries at year end.

From 50050117 170046, General Fund, Transportation, Salary – Temporary Employee, Bus Driver
To 50050117 170005, General Fund, Transportation, Salary – Employee
\$66.89 to cover salaries at year end.

Approve Inter-Fund Transfers

From 24601594 940001, Early Childhood Special Ed – IDEA, Advance Out
To 00180492 590902, General Fund, Advance In
\$1,938.49 to return money loaned to that fund.

From 24691594 940001, Special Education, Part B, IDEA, Advance Out
To 00180492 590902, General Fund, Advance In
\$3,696.10 to return money loaned to that fund.

From 24611594 940001, ARRA Early Childhood Special Ed, IDEA, Advance Out
To 00180492 590902, General Fund, Advance In
\$300 to return money loaned to that fund.

From 24681594 940001, ARRA Special Education, Part B, IDEA
To 00180492 590902, General Fund, Advance In
\$675 to return money loaned to that fund.

Approve Supplemental Appropriation

To 40040631 340599, General Fund, Adult Services, Supported Employment, Match Funds
\$19,606 to pay match for the ASCEND project.

Mr. Miller moved.

Mr. Garlock seconded the motion of the Finance Committee.

Dr. Snyder, yes
Mr. Miller, yes

Mr. Garlock, yes
Mrs. Goodin, yes

Mrs. McLaurine, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee – Met January 24, 2011

1. Revise Policy 7.03 – Purchasing

The majority of proposed revisions to the purchasing policy are based on changes that have been made by the County Commissioners. For example, a blanket purchase order can now be \$20,000 instead of \$15,000. There are now “super blanket purchase orders.” The other primary change is in updating our policy to be more compliant with our Affirmative Action Program. The Finance Committee also reviewed this proposed policy on the 20th. To the Superintendent’s knowledge, this does not negatively affect any of our stakeholders. Additionally, the changes being proposed are mostly outside of the Board’s authority.

POLICY COMMITTEE RECOMMENDATION 7-11: The Policy Committee recommended and so moved the following actions:

Adopt Revised Policy 7.03 – Purchasing

Dr. Snyder moved.

Mrs. McLaurine seconded the motion of the Policy Committee.

Mr. Garlock, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mrs. Goodin, yes

Mr. Miller, yes

XII. New Business

A. Approve Contracts and Leases

Our Service and Support Department has three long-term absences right now. Through the NOWAC, a council of governments, we are able to contract for a part-time Service and Support Associate to help us out. This person has worked in our county before and knows our policies and procedures. Their price has remained the same as last year.

Several months ago, the Board approved submitting Vehicle Request Forms to the Area Agency on Aging 3, for them to submit the request to the Ohio Department of Transportation for two wheelchair accessible vans. By putting down 25% of the cost of the vehicles, we then can lease the vehicles for the cost of \$1 per year. It is now time to enter into the lease agreement. We had guessed that the cost would be \$8,750 per vehicle. It actually is \$10,216.25 per vehicle.

SUPERINTENDENT'S RECOMMENDATION 8-11: Superintendent Baldrige recommended the Board approve the following contracts and leases:

| | |
|----------|---|
| Type: | Contract for Services |
| Party: | Northwest Ohio Waiver Administration Council |
| Purpose: | To provide Service and Support Administration Services for Allen County |
| Term: | January 10, 2011 through December 31, 2011 |
| Cost: | \$38.00 per hour |

Type: Vehicle Lease Agreement
Party: Area Agency on Aging 3
Purpose: To obtain two vans for use by the Board
Term: January 24, 2011 until terminated
Cost: \$20,432.50 initial cost and \$1.00 per year beginning in 2011

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

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

| | | |
|---------------------|------------------|-----------------|
| Mrs. McLaurine, yes | Mr. Miller, yes | Dr. Snyder, yes |
| Mr. Garlock, yes | Mrs. Goodin, yes | |

B. Approve Summer Program for 2011

One of our strategic initiatives is to improve supports and services for children with challenging behaviors and their families. One of the activities that was identified was to explore the possibility of providing a summer program for children with challenging behaviors. Peggy has put a proposal together for a small summer program. It would be offered three days per week for six weeks. The children would be in attendance for three hours per day. Families will be required to provide transportation. The total cost is just over \$6,000.

SUPERINTENDENT'S RECOMMENDATION 9-11: Superintendent Baldrige recommended the Board approve the proposed Summer Program for 2011 at a cost not to exceed \$6,150.

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

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

| | | |
|---------------------|------------------|------------------|
| Mr. Miller, yes | Dr. Snyder, yes | Mr. Garlock, yes |
| Mrs. McLaurine, yes | Mrs. Goodin, yes | |

C. Adopt Program Calendar for 2011 - 2012

The staffs at the school and at the industries have proposed a program calendar in collaboration with administration. The proposed calendar provides six additional days per year than is required by rule for Early Intervention and ten additional days for Adult Services. In Adult Services, funding is contingent upon the amount of service provided.

SUPERINTENDENT'S RECOMMENDATION 10-11: Superintendent Baldrige recommended the Board approve the program calendar for 2011 – 2012 as presented.

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

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

| | | |
|-----------------|------------------|---------------------|
| Dr. Snyder, yes | Mr. Garlock, yes | Mrs. McLaurine, yes |
| Mr. Miller, yes | Mrs. Goodin, yes | |

F. Expand VRP3 Project for Federal Fiscal Year 2011

Goodwill Easter Seals of Miami County desires to add one coordinator position to cover Montgomery and Green Counties. They are able to do this within the same budget, shifting some of the cost for the project consultant to the cost of additional supervision.

We would like to expand our portion of the project to cover transitional youth ages 14 – 17. This is an underserved population in Allen County, making the transition from school to work more difficult than it should be for youth with disabilities. We would hire a part-time coordinator (25 hours/week) at an annual cost of \$32,376, including benefits. The youth served would need to receive services under an IEP and/or receive County Board of DD services and be RSC eligible. This will be paid for out of carryover funds from last year. The expected increase in revenue is \$139,254.78. In calendar year 2010, the VRP3 project brought \$170,634.82 back into our agency. Additionally, regular RSC revenue was \$98,862.25. This is up very substantially from previous years.

The final expansion of the VRP3 project is to permit our agency to serve up to 25% of people who are not eligible for county board services but have other disabilities. This is the standard that has been set by the Ohio Association of County Boards of DD. We do currently serve people not eligible for county board services who are funded 100% by RSC. We believe the cost of serving these individuals will be fully paid for by the increased revenue from RSC.

SUPERINTENDENT'S RECOMMENDATION 13-11: Superintendent Baldrige recommended the Board approve the expansion of the VRP3 project as follows:

1. Permit Goodwill Easter Seals to hire an additional coordinator position to cover Montgomery and Green Counties, using funding that had been budgeted for consultation services.
2. Expand the Allen County portion of the project to include transitional youth ages 14 – 17 that are either on an IEP or eligible for county board services and are RSC eligible.
3. Expand the population served by Allen County to include up to 25% individuals who are not eligible for county board services but are eligible for RSC.

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

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

Mr. Miller, yes
Mrs. McLaurine, yes

Dr. Snyder, yes
Mrs. Goodin, yes

Mr. Garlock, yes

G. Approve Research Proposal

A graduate student from the Ohio State University is requesting that we facilitate a research project he is doing. Our roll in the project would be to distribute study packets to parents of children with intellectual disabilities. The parents will be asked to complete three questionnaires. They will be compensated for their time. Confidentiality will be assured. If parents do not want to participate, they can simply throw the packet away. He is examining the relationship between social impairments and psychological problems among children with intellectual disabilities. The study has been approved by the OSU Institutional Review Board and he is being supervised by Dr. Luc Lecavalier, his advisor.

SUPERINTENDENT'S RECOMMENDATION 14-11: Superintendent Baldrige recommended the Board approve assisting Aaron Kaat, a graduate student at the Ohio State University who is researching the relationship between social impairments and psychological problems among children with intellectual disabilities. Our staff will send study packets home to parents of children with intellectual difficulties. The parents will have the option of participating or not, and will be compensated if they do participate.

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

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

Dr. Snyder, abstain
Mr. Miller, yes

Mr. Garlock, yes
Mrs. Goodin, yes

Mrs. McLaurine, yes

H. Approve the Creation of a Quality Analyst Position and a VRP3 Coordinator Position

Marimor Industries has come to the conclusion they will not be able to bring Proctor and Gamble work into the Industries unless a Quality Analyst is hired for a period of time. They are requiring an independent person (outside of production) to make release hold decisions. Proctor and Gamble will not have room for us to work at the Distribution Center in a few months because they are adding more racks. Marimor Industries, Inc. will likely agree to fund this position for at least a period of time.

We need to create a part-time VRP3 Coordinator position to support the expansion of the VRP3 project to youth as young as age 14 as described above.

SUPERINTENDENT'S RECOMMENDATION 15-11: Superintendent Baldrige recommended the Board approve the creation of a Quality Analyst position, Job Code # AS-316. This position will be a Job Grade # 5. Contingent on the Board of Marimor Industries, Inc. agreeing to fund this position, authorize administration to post and fill the position. Additionally, Superintendent Baldrige recommended the creation of a part-time VRP3 Coordinator position, Job Code # AS 307. This position will be a Job Grade #6.

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

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

Mr. Garlock, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mrs. Goodin, yes

Mr. Miller, yes

XIII. Board Discussion

| CORE VALUE | POSITIVE DIRECTION | OBSTACLES | REDIRECTION |
|-------------------------|---|--|-------------|
| Customer Driven | | Waiting Lists – Families not getting what they want due to funding issues. | |
| | Creating new Quality Analyst Position to help obtain work from Proctor & Gamble (P & G) | | |
| Quality Services | Creating new Quality | | |

| CORE VALUE | POSITIVE DIRECTION | OBSTACLES | REDIRECTION |
|---------------------------------------|--|--|---|
| | Analyst Position to help obtain work from P & G | | |
| Collaboration & Partnering | | Kids in public schools falling through the cracks and the stigma families have about ACBDD | Getting into the public schools with the VRP3 program |
| | Van purchase with Area Agency on 3 | | |
| | Expanding VRP3 Program | | |
| | Research proposal from Ohio State University student | | |
| | Intern from Bluffton University | | |
| | Performance at United Way Awards Banquet | | |
| Integrity | Maintaining Waiting Lists | | |
| Stewardship | Van purchases | | |
| | Creating two positions that are fully funded. | | |
| | Maintaining Waiting Lists | | |
| Consumer Participation | Diane Smith read the vision statement for the Board Meeting and shared about her life. | | |
| | Performance at United Way Awards Banquet | | |
| | Board approved Summer Program for 2011. | | |

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 6:46 p.m.

Mrs. McLaurine seconded the motion.

Mrs. McLaurine, yes
Mr. Garlock, yes

Mr. Miller, yes
Mrs. Goodin, yes

Dr. Snyder, yes

RECONVENE INTO REGULAR SESSION

Mr. Garlock moved to reconvene into regular session at 7:59 p.m.

Mr. Miller seconded the motion.

Mr. Miller, yes

Dr. Snyder, yes

Mr. Garlock, yes

Mrs. McLaurine, yes

Mrs. Goodin, yes

XV. Adjournment

Mr. Garlock moved to adjourn the meeting at 8:02 p.m.

Dr. Snyder seconded the motion to adjourn.

Dr. Snyder, yes

Mr. Garlock, yes

Mrs. McLaurine, yes

Mr. Miller, yes

Mrs. Goodin, yes

Regular Board Meeting
February 28, 2011
Allen County Board of Developmental Disabilities
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Dr. John Snyder, Recording Secretary