

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES  
July 27, 2005

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, July 27, 2005. President Honigford called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. Charles Fuller, present      Mrs. Gina Goodin, present at 4:47 p.m.      Mr. Edward Healey, present  
Mr. Gregory Miller, excused      Dr. Jon Rockhold, 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>
Reject Bids for Pavement Repairs and Replacement	Superintendent Baldrige
Authorize the Commissioners to go out for Bids	Superintendent Baldrige

RESOLUTION 117-05:

Dr. Rockhold moved to approve the agenda.

Mr. Healey seconded the motion to approve the agenda.

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

III. Approval of the minutes of the June 22, 2005 regular meeting of the Allen County Board of MR/DD.

RESOLUTION 118-05:

Mr. Healey moved to approve the minutes of the June 22, 2005 regular meeting of the Allen County Board of MR/DD.

Mrs. Williams seconded the motion to approve the minutes.

Mr. Healey, yes  
Mr. Fuller, yes

Dr. Rockhold, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Honigford, 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 1 – 36, and 38 – 47.

RESOLUTION 119-05:

Mr. Healey moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, pages 1 – 36, and 38 – 47.

Mrs. Goodin seconded the motion.

Dr. Rockhold, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Mr. Honigford, yes

- B. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, page 37.

RESOLUTION 120-05:

Mr. Healey moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, page 37.

Dr. Rockhold seconded the motion.

Dr. Rockhold, yes  
Mrs. Goodin, abstain

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Mr. Honigford, yes

V. Correspondence

VI. Hearing of the Public

VII. Reports

- A. Staff Report

Scott Bond gave a presentation on the system used to determine the job grade of each position within the Board. He shared how this plan was developed and how it is maintained.

B. Board Report

Gina Goodin and Ted Healey reported on the meeting that was held by the Ohio Association of County Boards of MR/DD on June 30, 2005. At that meeting, the President and Executive Director gave an update on the State of the Association. Mr. Healey reported that Dan Ohler has been appointed to the position of Chief Executive Officer. Charles Arndt, the former CEO, was terminated with two months severance pay and six months medical coverage. He has also agreed to cooperate fully with any relevant inquiries. Mr. Healey also reported that the Association has severed all connections with Arndt's private for-profit training and consulting company, Leadership First Academy, which became intermingled with the Association's business, causing most of the recent problems. As a moral obligation, the Association has completed the paid-for training left uncompleted by Leadership First. The Association has also decided not to pursue Arndt for any redress. The Association has approved a new organizational table that eliminated a number of positions and reduced benefits with an estimated savings of \$350,000 annually. They have developed a financial recovery plan that is on schedule. They will provide a regular detailed financial report to the County Boards. The Association has required all staff and trustees to attend training by the Ohio Ethics Commission. They have also limited the CEO's spending authority – he cannot write checks to himself, nor enter into contracts or expend more than \$10,000 without Board authorization. Dan Ohler stated that he will observe a \$5,000 limit. Mr. Healey reported that an outside operational and financial audit has been completed with satisfactory results and that nearly all County Boards have continued their dues to the Association.

VIII. Superintendent's Report

A. Fiscal

Fund 018, General Fund

1.	Local Tax Revenue	
a.	Personal Property Tax	169,432.59
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,476.55
b.	Other Enrollee Fees	270.00
c.	Services - Supported Employment	5,691.25
d.	Services - Transportation	533.22
e.	Services - Tuition	23,148.51
f.	Sales - Cafeteria	469.65
g.	Other Operating Revenue (BCIs, phone lines)	3,151.78
3.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	61,082.37
b.	Dept. of Ed. Funding-Preschool	7,202.76
c.	Dept. of Ed. Other	1,137.50
d.	HMG TANF	43,169.08
e.	HMG GRF	6,158.52
f.	HMG Part C	20,614.34
g.	HMG Grants	218.78

h.	Federal School Breakfast Program	3,827.05
i.	Federal School Lunch Program	6,473.19
j.	Title XX	23,892.00
k.	Other MR/DD (Waiver Adm., Other)	8,653.48
l.	Title XIX	254,096.51
4.	Other	
a.	Transfers - Life Insurance	1,615.34
b.	Transfers - Hospital Insurance	21,864.17
c.	Refunds	41.30
d.	Other Non-Revenue (HMG Transportation Fee)	307.33

Fund 075, Family Resource Services

1.	Reimbursements	2,578.13
----	----------------	----------

Fund 077, Residential Services

1.	Other Receipts	5,498.97
----	----------------	----------

Fund 078-010, Innovative Education – Title V, FY 05

1.	Grant	39.33
----	-------	-------

Fund 118, Permanent Improvement

1.	Local Tax Revenue	
a.	Personal Property Tax	14,733.30

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

1.	Grant	1,911.29
----	-------	----------

Fund 466-208, Special Education, Part B, IDEA, FY 05

1.	Grant	9,969.49
----	-------	----------

Fund 730, Unspecified

1.	Donations	306.38
2.	Interest	
		108.46

B. Personnel Report

1.	Terminations	
----	--------------	--

- a. Julie Knodel resigned from her position as Production Specialist effective June 24, 2005.

2. Transfers

- a. Richard Barger transferred from Instructor-School Age to EI Specialist at the same step salary effective June 9, 2005.
- b. Diana McLaughlin transferred from Workshop Assistant/Bus Aide to Production Specialist effective June 23, 2005 at the same salary step.
- c. Veronika Knapp transferred from Educational Aide/Bus Aide to Workshop Assistant/Bus Aide at the same step salary effective July 1, 2005.
- d. Terrel Dahill transferred from Educational Aide to Educational Aide/Bus Aide at the same step salary effective July 1, 2005.
- e. Kathleen Hurst transferred from Educational Aide to Educational Aide/Bus Aide at the same step salary effective July 1, 2005.

3. Layoffs

- a. Sherri Blackston was laid off from her position as Secretary/Receptionist effective July 1, 2005.
- b. Brook Miller was laid off from her position as Educational Aide/Bus Aide effective July 1, 2005.
- c. Charlotte Stober was laid off from her position as Instructor-School Age effective July 1, 2005.

4. New Hires

- a. Amy Allen was hired as a Payroll Clerk effective June 30, 2005 at AFSCME Step 2.

SUPERINTENDENT'S RECOMMENDATION 121-05: Superintendent Baldrige recommended the Board accept the Personnel Report as presented.

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

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

Mrs. Williams, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Mr. Healey, yes

Dr. Rockhold, yes

Mr. Honigford, yes

C. Administrative

- 1. School Report
- 2. Adult Services Report, Customer Satisfaction Survey, Annual Report for Marimor Industries, Inc. for 2004

3. Community Support Services Report
4. Help Me Grow Report
5. Human Resource Report and Human Resource Newsletter

IX. Committee Reports

B. Ethics Council - Met – July 27, 2005

1. Approve Direct Service Contracts

ETHICS COUNCIL’S RECOMMENDATION 122-05: 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>
RMS of Ohio	1 Year	\$22.09/day/resident \$4.14 per 15 minute unit
RMS of Ohio	3 Months	Varies based on Individual Plan
Champaign Residential Services, Inc.	3 Months	\$107.53/day/resident for HPC \$17.87/day/resident for R & B \$0.38/mile for transportation
Ottawa Valley Center	31 Days	\$110.27/day/resident for HPC \$15.24/day/resident for R \$ B \$0.38/mile for transportation
RMS of Ohio	1 Year	\$16.56 per hour
Champaign Residential Services, Inc.	1 Year	\$16.98 per hour

Mr. Fuller moved.

Mr. Healey seconded the motion of the Ethics Council.

Mr. Fuller, yes  
Dr. Rockhold, yes

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Mr. Honigford, yes

B. Finance Committee - Met – July 18, 2005

1. Approve Intra-Fund Transfers

**\$639.84** from Help Me Grow, Services Consulting to Help Me Grow, Worker’s Comp to cover higher costs than anticipated.

**\$1,620.00** from Help Me Grow, Travel to Help Me Grow, Equipment < \$5,000 to purchase filing cabinets, folding machine, printer, chairs, camera and remote control for Laptop.

**\$113.71** from Salary – Employees in grant fund to Worker’s Comp in the same grant fund to cover higher costs than anticipated.

FINANCE COMMITTEE’S RECOMMENDATION 123-05: 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>
018-000-25-11-901-31-22020	018-000-25-11-901-11-10002	\$ 639.84
018-000-25-11-901-31-23099	018-000-25-11-901-41-72001	\$1,620.00
466-208-21-52-208-01-01005	466-208-21-52-208-11-10002	\$ 113.71

Mr. Healey moved.

Dr. Rockhold seconded the motion of the Finance Committee.

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Mr. Fuller, yes

Dr. Rockhold, yes  
Mr. Honigford, yes

2. Approve Supplemental Appropriations

**\$15,231.46** was appropriated into the General Fund, Administration, Worker’s Compensation to cover the higher cost than anticipated. The supplemental appropriation came from the increase in revenues that has occurred.

**\$1,500.00** was appropriated into Children’s Services, Early Intervention, Other Expense due to a Children’s Trust Fund Grant that was obtained.

**\$850.00** was appropriated into Fund 466-008, In-Service/Professional Growth, due to an increase in the grant received from the Ohio Department of Education.

**\$1,061.29** was appropriated into Fund 466-008, Supplies, due to an increase in the grant received from the Ohio Department of Education.

FINANCE COMMITTEE’S RECOMMENDATION 124-05: The Finance Committee recommended and so moved that the Board approve the following supplemental appropriations:

<u>Account</u>	<u>Amount</u>
018-000-25-11-101-11-10002	\$15,231.46
018-000-25-11-302-21-29999	\$ 1,500.00
466-008-21-52-008-31-23001	\$ 850.00
466-008-21-52-008-21-20001	\$ 1,061.29

Mr. Healey moved.

Mr. Fuller seconded the motion of the Finance Committee.

Mr. Healey, yes  
Mr. Fuller, yes

Dr. Rockhold, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Honigford, yes

C. Personnel Committee - Met July 18, 2005

1. Review and Modify Position Descriptions

On an annual basis, all position descriptions are reviewed to assure that they continue to describe the job that is required of each employee. This has now been completed for this year. Some modifications are required.

Since the Personnel Committee met, there have been two changes. In the school, the Nursing Assistant – Individual Services has been added as a changed position because the supervisor has changed. The Director of Education position description has changed in who is supervised. Since we gave the Music Instructor and the Adaptive Physical Education Instructor their own title and position description, they need to be listed on the Director of Education position description for supervision.

PERSONNEL COMMITTEE’S RECOMMENDATION 125-05: The Personnel Committee recommended and so moved that the Board review and/or modify the following position descriptions:

POSITION DESCRIPTION

PROPOSED MODIFICATION

ADMINISTRATION

Administrative Assistant – Business	Minor changes in duty description, including the ordering of supplies, managing purchase orders, receiving cash, bill payment, and assisting in HIPAA training. Most are duties formerly handled by the receptionist.
Administrative Assistant – Fiscal/Technology	Noted processing of bills for all departments, versus, just administration. Added back-up support in transportation.
Administrative Assistant to the Superintendent	Added tracking employee information. Major changes were made to this position at the end of 2004.
Custodial Worker	No Change.
Director of Business	It is required by new rules that we must name a Wavier Administrative Claiming Coordinator. The Director of Business gets this designation. Additionally, a few minor changes were made to eliminate detail to assure broad scope of duties.
Human Resource Director	Included administration of wages for employees.
Information Systems Technology Coordinator	No Change.
Maintenance Foreman	No Change.

Superintendent

A qualifier was added to purchasing authority in duties. The requirement to abide by rules and regulations was added. Qualifications were also added. Added HMG Project Director to supervise.

ADULT SERVICES

Administrative Assistant

Removed CAFS as a billing option and changed to “any” billing service in duties.

Administrative Assistant Industrial

No Change.

Adult Services Director

Changed staff who are directly supervised.

Adult Services Nurse

Changed last month.

Community Based Specialist

Minor wording changes to reflect current terminology.

Employment Coordinator

Added CPR and First Aide as required certification.

Employment Services Manager

No Change.

Employment Specialist

Minor wording changes to reflect current terminology.

Employment Specialist (Substitute)

Minor wording changes to reflect current terminology.

Habilitation Manager

Changed last month.

Habilitation Specialist I

Changed last month.

Changes in Job Accountabilities. Some changes in requirements for the position. Change in title of supervisor.

Industrial Accountant

No Change.

Industrial Systems Assistant

Changed last month.

Industrial Systems Manager

Changed last month.

Job Developer

Minor wording changes to reflect current terminology.

Marketing Representative

Slight expansion of scope of work to include MR/DD.

Nursing Coordinator

Changed last month.

Payroll Clerk

Changed two months ago.

Production Specialist

Changes in Job Accountabilities.

Secretary/Receptionist (Administration)

Minor changes in Job Accountabilities.

Secretary/Receptionist (Employment Services)

Slight change in Job Accountabilities

Shipping and Receiving

Change in supervisor title

Shipping and Receiving (Substitute)

Added position description with reduced skills required.

Workshop Assistant

Changes in Job Accountabilities and job requirements.

Workshop Assistant/Bus Aide

Change in job requirements and change to flexible schedule from standard work week.

HELP ME GROW

Help Me Grow Project Director

Change in staff supervised.

Family Home Visitor

No Change.

Family Support Specialist

No Change.

Intake and Referral Specialist

No Change.

Resource Aide

No Change.

Service Coordinator

No Change.

CHILDRENS SERVICES

Administrative Assistant	No Change.
Cafeteria Worker	No Change.
Cafeteria Worker (Substitute)	No Change.
Cook	Minor changes in who is supervised. Changes in work experience required.
Director of Education	Change in which staff are supervised.
Early Childhood Education Coordinator	Minor changes and changes in who is supervised.
Early Intervention Specialist	Minor changes in Job Accountabilities. Change in Training and Experience required.
Educational Aide (Preschool)	Preschool and school age educational aides were split out because of differences in job accountabilities and in job requirements.
Educational Aide (School Age)	Preschool and school age educational aides were split out because of differences in job accountabilities and in job requirements.
Educational Aide/Bus Aide (Preschool)	Preschool and school age educational aides were split out because of differences in job accountabilities and in job requirements. The hours were changed to flexible from standard work week.
Educational Aide/Bus Aide (School Age)	Preschool and school age educational aides were split out because of differences in Job Accountabilities and in job requirements. The hours were changed to flexible from standard work week.
Instructor – Adapted Physical Education	This position was split out from the Instructor – School Age because the qualifications and Job Accountabilities are different. Working with adults was added to the position description.
Instructor – Music	This position was split out from the Instructor – School Age because the qualifications and Job Accountabilities are different. Working with adults was added to the position description.
Instructor – Preschool	Minor change in Job Accountabilities and added the “highly qualified teacher” requirement.
Instructor – School Age	Minor change in Job Accountabilities and added the “highly qualified teacher” requirement.
Nursing Assistant – Individual Services	Changed supervisor.
School Nurse	Changed last month.
Secretary	No Change.
Secretary/Receptionist	No Change.
Speech/Language Therapist	The speech therapist that works with Early Intervention was split out from the standard speech therapist position because of differences in working hours. Minor change in Job Accountabilities.

Speech/Language Therapist – EI	The speech therapist that works with Early Intervention was split out from the standard speech therapist position because of differences in working hours. Minor change in Job Accountabilities.
Student Services Coordinator	Minor changes in wording.

SERVICE AND SUPPORT ADMINISTRATION

Administrative Assistant	Minor change in Job Accountabilities and wording.
Director of Community Support Services	Minor changes in Job Scope
Intake/Support Services Coordinator	No change.
Investigative Agent	Minor wording changes.
Medicaid Services Specialist	Added Provider Compliance to Job Accountabilities. Removed any reference to supported living.
Secretary (SC-202)	No Change.
Secretary (SC-204)	Added one Job Accountability due to layoffs.
Service and Support Administration Unit Manager	Minor change in Scope of Job.
Service and Support Associate	Change in the percentage of time spent on some Job Accountabilities.
Service and Support Associates Supervisor	Minor change in Scope of Job.

TRANSPORTATION

Bus Aide	Added one piece of equipment that must be mastered. Changed wording on hours.
Bus Driver	Added one piece of equipment that must be mastered. Changed wording on hours
Bus Driver (9 month)	Added one piece of equipment that must be mastered. Changed wording on hours.
Driver – Community Placement	Added equipment that must be mastered.
Secretary	No Change.
Transportation Director	Minor wording changes.
Vehicle Maintenance	Minor changes in Job Accountabilities and job requirements.

Dr. Rockhold moved.

Mrs. Williams seconded the motion of the Personnel Committee.

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

2. Create New Position Descriptions

Help Me Grow has received additional funding for the upcoming fiscal year. The Core Committee met on July 25 to give direction regarding how the additional funds should be spent. Superintendent Baldrige was not present at the meeting to share the recommendation of the Core Committee.

PERSONNEL COMMITTEE'S RECOMMENDATION 126-05: The Personnel Committee recommended and so moved that the Board create the following positions:

Child Find Service Coordinator  
Child Find Specialist

Dr. Rockhold moved.

Mr. Fuller seconded the motion of the Personnel Committee.

Dr. Rockhold, yes

Mrs. Williams, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Honigford, yes

D. Planning Committee

E. Building Committee

F. Policy Committee – Met July 26,2005

1. Adopt Policy

7.11 Contracting

In light of the recent issues raised regarding contracting with the County Commissioners, a paragraph has been added to clarify that such contracting is permissible.

POLICY COMMITTEE'S RECOMMENDATION 127-05: The Policy Committee recommended and so moved that the Board adopt the following policy:

7.11 Contracting

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

Mrs. Williams, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Mr. Healey, yes

Dr. Rockhold, yes

Mr. Honigford, yes

2. Accept Policy for Second Reading

1.13 Table of Organization

No comments have been received during the past month. Pages 2 and 3 have been corrected.

POLICY COMMITTEE'S RECOMMENDATION 128-05: The Policy Committee recommended and so moved that the Board accept the following policy for second reading:

### 1.13 Table of Organization

Mrs. Goodin moved.

Dr. Rockhold seconded the motion of the Policy Committee.

Mr. Fuller, yes  
Dr. Rockhold, yes

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Mr. Honigford, yes

#### 3. Accept Policies for First Reading

5.2.20 On-Call Pay

8.1.4 Supported Living

The Board has recognized the need to reimburse staff for the inconvenience of being responsible to be on-call. A market survey was done to determine how similarly situated agencies handle the on-call duty. We are recommending a flat rate of \$200 per week for non-supervisory staff who are required to carry a phone. This will cost the agency just under \$15,000 in wages, plus benefits that are a percentage of payroll. Since this is a difficult year, we are recommending this be implemented as a token of our appreciation. Superintendent Baldrige proposed that this goes through the normal three readings and recommended it be retroactive to August 4, 2005.

The Supported Living policy was emergency adopted last month in order to eliminate the inequity of how clients are paying for their services. The Board will follow the normal three reading process to permit time for the public to comment.

POLICY COMMITTEE'S RECOMMENDATION 129-05: The Policy Committee recommended and so moved that the Board accept the following policies for first reading:

5.2.20 On-Call Pay

8.1.4 Supported Living

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Mr. Fuller, yes

Dr. Rockhold, yes  
Mr. Honigford, yes

#### 4. Approve Client Handbooks

- a. Early Intervention/Transition Class Handbook
- b. Preschool Handbook
- c. Marimor School Handbook

The Policy Committee reviews client handbooks and recommends them to the Board for approval. The Early Intervention/Transition Class Handbook is a supplemental handbook for those attending a class at Marimor. The complete Early Intervention Handbook will be coming to the Board in September.

POLICY COMMITTEE'S RECOMMENDATION 130-05: The Policy Committee recommended and so moved that the Board approve the following handbooks:

Early Intervention/Transition Class Handbook  
Preschool Handbook  
Marimor School Handbook

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

Mr. Healey, yes  
Mr. Fuller, yes

Dr. Rockhold, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Honigford, yes

X. New Business

A. Resolution to Participate in the Level I Waiver

On June 1, Director Kenneth Ritchey sent a letter to each county board of MR/DD requiring that the Board make a decision by August 31, 2005 regarding whether or not we will participate in the Level I Waiver program. There are certain things required if we do participate and certain consequences if we don't participate.

The consequences for not participating are as follows:

- The County Board understands that by opting out the County Board becomes ineligible to receive a pro-rata amount of tax equity funds from ODMR/DD.
- The County Board understands that ODMR/DD will not allow another opportunity to opt into the Level I program until June 2007. In order to participate in June 2007, ODMR/DD will require a signed County Board resolution to participate in Level I by February 2007.
- Non-participation can be accomplished only through a signed resolution of the County Board.

Participation requires the following:

- The County Board will enroll individuals on the Level I waiver.
  - For counties with populations over 100,000 this means a minimum of 20 Level I enrollees will be enrolled/maintained.

- The County Board must continue to maintain this same number of enrollees after May 1, 2006 when the Level I waiver is renewed. When a disenrollment occurs, the County Board shall enroll another individual on the waiver as long as there is a waiting list for Level I services. ODMR/DD plans to renew the waiver and will be working with County Boards and other key constituency groups during the renewal process to determine the unduplicated recipient count.
- The County Board is responsible for the non-federal share for each individual enrolled on the Level I waiver.
- Any County Board currently not participating that agrees to participate will have until September 1, 2005 to request Level I waiver slots.
- Intent to participate can be accomplished only through a signed resolution of the County Board.

Based on policies in effect on June 1, we would have ninety days from September 1 to get people enrolled. This was confirmed in an e-mail with the Deputy Director over Medicaid dated June 3. Superintendent Baldrige then received a letter from the Director dated July 14, which offered good news as well as presented a problem. The good news is that if we participate, we will be given \$40,000 per year to help pay the match money for the 40 people we would enroll. The problem was that he is now saying that by October 1, we must have all 20 completed enrollment packets at the State in order to get the extra funding. That is two months earlier than we had been told. Enrolling 20 people on a Waiver requires significant effort. We called the Deputy Director to express our dismay. She was sympathetic to the problem we now have and will discuss it with the Director. We submitted a plan to her, specifying how and when we expect to get people enrolled. The Director has approved the plan which gives the Board until November 15 to enroll all participants.

From a financial perspective, there is some risk, but more to be gained. When a person is enrolled on a Waiver, we must pay 40% of the cost of the Waiver. However, that person would then be eligible for Day Habilitation funding, which means we receive Medicaid funding for part of the cost of their day programming. Martha prepared a chart that clearly shows the cost benefit, depending on where the client falls on both the cost of the Waiver as well as the number of days of day programming they receive. While there is risk, there is greater opportunity for gain. Additionally, we would be eligible for the additional \$40,000 per year. Superintendent Baldrige doesn't know if the threat to our tax equity has gone away with the promise of additional money coming in or not.

A Level I Waiver is for people who have very low need, typically because they live with relatives. The base Waiver is capped at \$5,000, not including day habilitation. The risk increases because the person can also get emergency assistance up to \$8,000 and environmental adaptations up to \$6,000. One could argue on the emergency assistance side that the Board would have to meet the need anyway if there is an emergency, however, without the Waiver, we would have to pay 100% instead of 40%.

At this point, we are recommending we move forward with participation.

SUPERINTENDENT'S RECOMMENDATION 131-05: Superintendent Baldrige recommended the Board approve participation in the Level I Waiver which requires the Board to make the following commitments:

- The Board will enroll 20 individuals on the Level I Waiver and maintain that number of Waivers.
- The County Board will continue to maintain this same number of enrollees after May 1, 2006 when the Level I waiver is renewed. When a disenrollment occurs, the Board shall enroll another individual on the waiver as long as there is a waiting list for Level I services.
- The Board is responsible for the non-federal share for each individual enrolled on the Level I waiver.
- The Board agrees to request 20 Waiver slots by September 1, 2005.

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

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

Dr. Rockhold, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Mr. Honigford, yes

**B. Reject All Bids on the Pavement Repairs and Replacement Project**

On Monday, July 25, bids were received from Shelly Company and Freisthler Paving, Inc. for the Pavement Repair and Replacement Project. Unfortunately, both bids were more than 10 % greater than our estimate. Our estimate was \$175,000. Shelly bid \$201,500 and Freisthler bid \$197,560. The low bid was \$5,060 greater than the 10% variance we are permitted under law. Therefore, we have no choice but to reject all bids and try again.

SUPERINTENDENT'S RECOMMENDATION 132-05: Superintendent Baldrige recommended the Board reject all bids received on July 25, 2005 on the Pavement Repairs and Replacement Project, due to all bids exceeding the 10% variance permitted by law, and recommend the Allen County Commissioners also reject the bids.

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

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

Dr. Rockhold, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Mr. Honigford, yes

**C. Authorize Administration to Request that the County Commissioners Advertise for Bids on the Pavement Repairs and Replacement Project**

The pavement repairs still need to be done, preferably this year. To wait until spring will cause more damage to be done which will increase out cost of repairs. We have worked a schedule out with the Commissioners to move this project along as quickly as we can. If the Board agrees, the timeline is as follows:

July 28	Commissioners Agree to Advertise for Bids
August 4	Advertise
August 11	Advertise via the Web Site
August 12	Pre-Bid Meeting
August 18	Bid Opening
August 23	Commissioners Award Contract

This schedule requires our Board to have a special meeting on Thursday, August 18, 2005. The asphalt plants shut down in November for the winter.

Martha Nance, Director of Business, did a really nice job putting the bid packet together without the assistance of an architect. Even if we had used an architect, the results might be the same.

SUPERINTENDENT'S RECOMMENDATION 133-05: Superintendent Baldrige recommended the Board authorize administration to request the Allen County Commissioners to again advertise for bid on the Pavement Repairs and Replacement project. The revised estimate is \$200,000.

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

XI. Old Business

XII. Other Items to Come Before the Board

XIII. Adjournment

Mr. Fuller moved to adjourn the meeting at 5:25 p.m.

Mr. Healey seconded the motion to adjourn.

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

Special Board Meeting  
August 15, 2005 at 4:45 p.m.

Regular Board Meeting  
September 21, 2005 at 4:45 p.m.  
Allen County Board of MR/DD  
Administration Building  
2500 Ada Road, Lima, OH

---

Chris Calvelage, Clerk

---

Bob Honigford, President