

March 28, 2007

- 29-07 Approval of the Agenda
- 30-07 Approval of the Minutes of the February 27, 2007 Regular Board Meeting
  - Concur with Payment of Bills, pages 1-7, 9-12, 14-19, 21-26, 28-30, 32-33, 35-41, 43
  - Approval of Hire of Jamie Lamp as Music Instructor
  - Approval of Hire of Matthew Burklo as Habilitation Manager
  - Approval of Resignation of Robin Littell as Help Me Grow Receptionist/Secretary
- 31-07 Concur with Payment of Bills, pages 8, 13, 31, 42
- 32-07 Concur with Payment of Bills, page 20
- 33-07 Concur with Payment of Bills, page 27
- 34-07 Concur with Payment of Bills, page 34
- 35-07 Approve Direct Service Contracts
- 36-07 Accept the Following Policy for Adoption:
  - 8.11 Major Unusual Incidents/Unusual Incidents
- 37-07 Accept the Following Policies for First Reading
  - 1.3 Board Members
  - 8.1.3 Adult Services
- 38-07 Approve Lightning Protection Proposal
- 39-07 Approve Submission of a Proposal to Family and Children First Council for the Continued Administration of Help Me Grow in Allen County
- 40-07 Accept the Following Inspection Reports and Reports of Correction if Applicable
  - 1. Combustion Efficiency and Carbon Monoxide Report
  - 2. Standard Health Department Inspection Report
  - 3. Fire Alarm System
  - 4. School Environment Inspection Report

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES  
March 28, 2007

4:44 p.m. Regular 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 regular session on Wednesday, March 28, 2007. President Rockhold called the meeting to order at 4:45 p.m. with the following roll call response:

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

II. Revision and Acceptance of the Agenda

RESOLUTION 29-07:

Mr. Miller moved to approve the agenda.

Mr. Fuller seconded the motion to approve the agenda.

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

III. Correspondence

Basilda and Jon Rockhold

IV. Hearing of the Public

V. Reports

- A. Staff Report – Kristen Miller, our QA Specialist/SSA, Theresa Mault, Production Specialist and Jay Smith talked about the Leadership Training they attended which was sponsored by the ARC. They also discussed their plans for future development.

B. Best Practice – Tangible Personal Property Tax

Superintendent Baldrige discussed the elimination process of the Tangible Personal Property Tax. She explained that taxing entities would be held harmless between 2006 and 2010. The phase out period will be 2011 through 2017. During the hold harmless and the phase out years, the revenue will be replaced by the Commercial Activity Tax (CAT Tax). After 2017, the State will retain all revenue from the CAT Tax. The local impact from the loss of the Personal Property Tax is \$1,278,443 per year which is 20% of the local tax revenue.

VI. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 30-07: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the February 28, 2007 regular meeting of the Allen County Board of MR/DD.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD, pages 1 – 7, 9 – 12, 14 – 19, 21 – 26, 28 – 30, 32 – 33, 35 – 41, and 43
- C. Personnel Report
  - 1. New Hires
    - a. Jamie Lamp was hired as the Music Instructor effective February 26, 2007 at MEA Salary Scale BA-0.
    - b. Matthew Burklo was hired as Habilitation Manager effective April 2, 2007 at an annual salary of \$49,000.
  - 2. Terminations
    - a. Robin Littell resigned as the Help Me Grow Receptionist/Secretary effective March 30, 2007.

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

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

Mr. Healey, yes  
Mr. Fuller, yes

Mr. Miller, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Dr. Rockhold, yes

VII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 31-07: Superintendent Baldrige recommended the Board consent to the following items:

- A. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD, pages 8, 13, 31, and 42.

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

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

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

SUPERINTENDENT’S RECOMMENDATION 32-07: Superintendent Baldrige recommended the Board consent to the following items:

- B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD, page 20.

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

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

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

SUPERINTENDENT’S RECOMMENDATION 33-07: Superintendent Baldrige recommended the Board consent to the following items:

- C. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD, page 27.

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

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

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

SUPERINTENDENT’S RECOMMENDATION 34-07: Superintendent Baldrige recommended the Board consent to the following items:

- D. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD, page 34.

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

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

Mrs. Goodin, abstain  
Mrs. Williams, yes

Mr. Healey, yes  
Mr. Fuller, yes

Mr. Miller, yes  
Dr. Rockhold, yes

### VIII. Superintendent's Report

#### A. Fiscal – February Revenue

##### Fund 2018, General Fund

1.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,546.54
b.	Sales Cafeteria	1,909.85
c.	Other Enrollee Fees	306.50
d.	Services - Supported Employment	3,718.50
e.	Services – Transportation	34.00
f.	Services – Other	59,166.98
2.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	44,383.81
b.	Dept. of Ed. Funding-Preschool	11,238.21
c.	Dept. of Ed. Transportation	8,403.64
d.	Federal School Breakfast	2,280.78
e.	Federal School Lunch	4,026.58
f.	HMG TANF	33,180.65
g.	HMG General Revenue	15,016.40
h.	HMG Part C	11,265.62
i.	Title XIX	229,505.12
j.	Title XX	19,614.00
k.	Other Revenue (Marimor Industries, etc.)	316.00
3.	Other Revenue	
a.	Refunds	129.08
b.	Employee Portion of Hospitalization	23,992.53
c.	Employee Optional Life	1,539.02
d.	Sundry Revenue	754.77

##### Fund 2075, Family Resource Services

1.	Reimbursements	301.26
----	----------------	--------

##### Fund 2077, Residential Services

1.	Other Receipts	1,764.40
----	----------------	----------

##### Fund 2930, Unspecified

1.	Donations	468.00
2.	Interest	663.63

Fund 4018, Permanent Improvements

1. Sundry Revenue 3,604.12

B. Administrative

1. Children's Services Report
2. Adult Services Report
3. Community Support Services Report
4. Help Me Grow Report
5. Human Resource Report - HR Newsletter

IX. Old Business

X. Board Discussion

Policy 1.3 Board Members has been revised. A section was added which requires the Board to do a self evaluation. Superintendent Baldrige distributed a self evaluation to each Board Member to complete.

The Board also discussed possible candidates for the President's Award that will be given out at the Annual Dinner.

Superintendent Baldrige explained to the Board that the waiver transition has been stopped because of the system being redesigned. Under current law if the Board uses local levy dollars as match for Medicaid, then the Board would have authority over the waivers and would have to contract with the Providers. Under the Ritchie Administration, this was modified to allow MRDD Boards to contract with the Department and the Department would then contract with the Providers due to litigation by the Providers. The Martin Administration did not like the contract language so they removed the contract language from the budget bill. They are also proposing to eliminate the right of county boards to contract with providers from the law. If the budget bill passes as it now stands, MRDD Boards would be required to use local levy dollars as Medicaid match money but they would have no local authority at all. During the week of April 23 – April 27 there is going to be a Legislative Day in Columbus to discuss this issue.

XI. Committee Reports

A. Ethics Council – Met March 28, 2007

1. Approve Direct Service Contracts

ETHICS COUNCIL'S RECOMMENDATION 35-07: 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>
Lutheran Social Services, Inc.	1 year	\$25/month/individual

Mr. Fuller moved.

Mr. Healey seconded the motion of the Ethics Council.

Mr. Healey, yes  
Mr. Fuller, yes

Mr. Miller, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Dr. Rockhold, yes

B. Finance Committee – Met March 27, 2007

C. Personnel Committee

D. Planning Committee

E. Policy Committee

1. Adopt Policy

8.11 Major Unusual Incidents/Unusual Incidents

No comments have been received during the past month regarding this policy. It was again discussed at the Providers meeting on March 19, 2007. Residential providers in attendance were comfortable with the proposed policy, including the reporting requirements that exceed State Rule.

POLICY COMMITTEE RECOMMENDATION 36-07: The Policy Committee recommended and so moved to adopt the following policy:

8.11 Major Unusual Incidents/Unusual Incidents

Mrs. Goodin moved.

Mrs. Williams seconded the motion of the Policy Committee.

Mr. Miller, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Dr. Rockhold, yes

2. Accept Policies for First Reading

1.3 Board Members

8.1.3 Adult Services

To meet a CARF requirement, we need to have a few changes in our policy regarding Board members. Specifically, Superintendent Baldrige added in policy that the first training for each new Board member is orientation. Secondly, CARF is suggesting the Board evaluate itself, both as a unit and individually. Superintendent Baldrige had done that in the mid-1990s but had stopped doing it. Superintendent Baldrige thinks it is a good idea. Therefore, Superintendent Baldrige has asked the Board to do one and to include it in policy. The other changes are simply to update the legal requirements that have changed since we last looked at that policy.

In Adult Services, the only change is to permit exceptions to be made for youth who attend school but have a need for Adult Services in the summer or even during the school year prior to their last year in school.

POLICY COMMITTEE RECOMMENDATION 37-07: The Policy Committee recommended and so moved to accept the following policies for first reading:

- 1.3 Board Members
- 8.1.3 Adult Services

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Dr. Rockhold, yes

XII. New Business

A. Approve Lightning Protection Proposal

At the end of 2006, we contracted with Turner Lightning Protection Co., Inc. to do a lightning protection evaluation of our facility. The cost of the evaluation was \$1,500. Our insurance company, CORSA, will waive our \$2,500 deductible for any damage caused by power surges or lightning strikes if we proceed with the recommendations of Turner. During the last ten years, we have documented damage of \$19,164.12 in just the Industries. It is assumed that power surges also cause excessive wear and tear on equipment which increases the dollar value of the damage sustained. Their estimate is that undocumented damage is equal to the documented damage.

Turner Lightning has recommended upgrades for all four buildings totaling \$39,115. By building, we have the following:

Administration	\$ 8,275.00
School	\$15,000.00
Bus Garage	\$ 4,415.00
Industries	\$11,425.00

It is our recommendation to do the Administration Building and the Industries this year. The administration building was chosen because that is where the computer and telephone infrastructure are housed. Additionally, we will be upgrading our computer infrastructure this year. It would be unfortunate to have it damaged as soon as it was installed. We have had the most problems with power surges on our HVAC system in the Industries. The problems experienced at the school relate to the design and installation rather than power surges.

In the next year or two, we would then like to schedule the bus garage and the school.

SUPERINTENDENT'S RECOMMENDATION 38-07: Superintendent Baldrige recommended the Board approve contracting with Turner Lightning Protection Co., Inc. for installation of lightning protection in the administration building and the industries at a cost of \$19,700.

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

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

Mr. Fuller, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Dr. Rockhold, yes

B. Approve Submission of a Proposal to Family and Children First Council for the Continued Administration of Help Me Grow in Allen County

It is again time to submit a proposal to Family and Children First Council for the administration of Help Me Grow. We have been administering this program since it's inception in 2001. County Boards of MR/DD have been the leaders in the State in providing Early Intervention Services. Intervening with families when the child is very young is in keeping with our mission. This program has had some difficult times; however, with staffing changes in 2006 it is doing very well. The allocation in FY 07 was \$82,519 from the Ohio General Fund, \$103,090 from Federal Part C dollars, and \$448,977 from TANF-PRC funds.

SUPERINTENDENT'S RECOMMENDATION 39-07: Superintendent Baldrige recommended the Board authorize administration to submit a proposal to the Family and Children First Council for the administration of the Help Me Grow program in Allen County.

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

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

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Mr. Fuller, yes

Mr. Miller, yes  
Dr. Rockhold, yes

C. Accept Inspection Reports and Reports of Correction if Applicable

SUPERINTENDENT'S RECOMMENDATION 40-07: Superintendent Baldrige recommended the Board accept the following inspection reports and their associated reports of correction:

1. Combustion Efficiency and Carbon Monoxide Report  
Lippincott Plumbing and Heating
  - January 2, 2007 Administration Building
  - February 3, 2007 School Building
  - Both Administration and School found to be compliant
2. Standard Health Department Inspection Report  
Allen County Health Department
  - February 27, 2007

- Two issues sited. A different dumpster is being investigated
3. Fire Alarm System  
Security Unlimited Corp.
    - February 9, 2007
    - All units passed the test
  4. School Environment Inspection Report  
Allen County Health Department
    - December 12, 2006
    - Various recommendations have been made. Some recommendations are not well founded resulting in no change in practice

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

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

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

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION TO DISCUSS A PUBLIC EMPLOYEE'S EMPLOYMENT STATUS

Mr. Miller moved to adjourn into Executive Session at 5:45 p.m.

Mrs. Goodin seconded the motion to adjourn into Executive Session.

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

RECONVENE INTO REGULAR SESSION

Mr. Healey moved to reconvene into Regular Session at 6:15 p.m.

Mr. Fuller seconded the motion to reconvene into Regular Session.

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

XIV. Adjournment

Mrs. Goodin moved to adjourn the meeting at 6:16 p.m.

Mrs. Williams seconded the motion to adjourn.

Mr. Fuller, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Dr. Rockhold, yes

Regular Board Meeting  
April 25, 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