

March 22, 2006

- 39-06 Approval of the Agenda
- 40-06 Approval of Minutes of the February 22, 2006 Regular Board Meeting
- 41-06 Concur with Payment of Bills pages 1 – 19
- 42-06 Approval of Hire of Brandon Hoehn as Service and Support Associate
Approval of Hire of Colleen Morris as Service and Support Associate
Approval of Recall of Amy Anderson as Shipping and Receiving Clerk
Approval of Recall of Brook Miller as Educational Aide
Approval of Resignation of Michelle Johns as Shipping and Receiving Clerk
Approval of Retirement of Lucy Best as Educational Aide
- 43-06 Approve Direct Service Contract
- 44-06 Approval of the First Reading of the following Policies:
 - 1.13 Table of Organization
 - 1.45 Records Format, Retention Schedule (RC-2) and Document Destruction
- 45-06 Approve Adult Services Client Handbook
- 46-06 Approve Addendum 2 to the Habilitation Center Contract between Champaign Residential Services, Inc. and the Allen County Board of MR/DD
- 47-06 Approval to Eliminate one Full-Time Service Coordination position and Create one Part-Time Service Coordination position effective July 1, 2006
- 48-06 Approve Lease of Two Buses to the Arc of Allen County
- 49-06 Accept Inspection Reports
- 50-06 Award Contract to Cardinal Bus Sales & Service, Inc for the Purchase of Two Buses
- 51-06 Approve Notice of Funds Available for the Dual Diagnosis Intervention Team

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES
March 22, 2006

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, March 22, 2006 in the Administration Conference Room. President Rockhold called the meeting to order at 4:54 p.m. with the following roll call response:

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

II. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Executive Session to Discuss Disciplinary Action	Superintendent Baldrige

RESOLUTION 39-06:

Mr. Fuller moved to approve the agenda.

Mrs. Goodin seconded the motion to approve the agenda.

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

III. Approval of the minutes of the February 22, 2006 regular meeting of the Allen County Board of MR/DD.

RESOLUTION 40-06:

Mr. Miller moved to approve the minutes of the February 22, 2006 regular meeting of the Allen County Board of MR/DD.

Mrs. Williams seconded the motion to approve the minutes.

Mr. Healey, yes
Mrs. Williams, yes
Dr. Rockhold, yes

Mr. Honigford, yes
Mr. Fuller, yes

Mr. Miller, yes
Mrs. Goodin, 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 - 19.

Very few bills were paid in February and only one was paid in January. Our vendors are becoming very disturbed by this. Many December bills are not yet paid. The Auditor's Office continues to refuse to accept help.

RESOLUTION 41-06:

Mr. Miller moved to concur with the payment of the bills for programs operated by the Allen County Board of MR/DD, pages 1 – 19, during the month of February.

Mr. Honigford seconded the motion.

Mr. Honigford, yes
Mr. Fuller, yes
Dr. Rockhold, yes

Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Williams, yes
Mr. Healey, yes

V. Correspondence

Judy Carpenter sent a Thank You note to the Board for the 30 year award that she received at the Annual Dinner.

VI. Hearing of the Public

VII. Reports

A. Discussion of the Board In-Service Training – Boards that Make a Difference

Superintendent Baldrige and the Board discussed the in-service that they attended. The in-service emphasized the fact that the Board should focus on the Vision and Mission Statements of the agency and Administration should focus on the day to day operations of the agency. The Board asked the Superintendent to provide copies of our vision, mission and values, to explore the use of a consent agenda and eliminating roll call votes and to provide an analysis of the annual dinner.

VIII. Superintendent's Report

A. Fiscal – February Revenue

Fund 2018, General Fund

1.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,711.29
b.	Other Enrollee Fees	277.00
c.	Services - Supported Employment	5,754.54
d.	Services - Transportation	86.25
e.	Services – Tuition	3,537.15
f.	Sales - Cafeteria	2,567.00
2.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	48,159.89
b.	Dept. of Ed. Funding-Preschool	10,968.70
c.	Dept. of Ed. Transportation	8,409.90
d.	Dept. of Ed. Other	649.61
e.	Federal School Breakfast Program	1,397.65
f.	Federal School Lunch Program	2,459.24
g.	HMG TANF	79,670.61
h.	HMG Grants	5.75
i.	Title XX	20,975.00
3.	Other	
a.	Refunds	318.99
b.	Employee Portion of Hospitalization	20,649.92
c.	Other Receipts (Marimor Ind., Other)	205.51
d.	Sundry Revenue	900.00

Fund 2075, Family Resource Services

1.	Reimbursements	126.33
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Fund 2077, Residential Services

1.	Housing Acquisition	54,576.00
2.	Other Receipts	170.00

Fund 2078, Innovative Education Title V, FY 06

1.	Grant Revenue	28.74
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Fund 4018, Permanent Improvement

1.	Sundry Revenue	200.00
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Fund 2460, Early Childhood Special Ed. IDEA FY 06

1. Grant Revenue 7,678.30

Fund 2469, Special Education, Part B, IDEA FY 06

1. Grant Revenue 12,880.18

Fund 2930, Unspecified

1. Interest 290.40

2. Donations 4,301.50

B. Personnel Report

1. New Hires

- a. Brandon Hoehn was hired in the position of Service and Support Associate effective March 14, 2006, at an annual salary of \$29,000.
- b. Colleen Morris was hired in the position of Service and Support Associate effective February 27, 2006, at an annual salary of \$39,076.

2. Recall from Layoff

- a. Amy Anderson was recalled from layoff as a Shipping and Receiving Clerk effective February 24, 2006 at the same AFSCME Step.
- b. Brook Miller will be recalled from layoff as an Educational Aide effective March 31, 2006 at the same step on the salary schedule.

3. Terminations

- a. Michelle Johns resigned from her position as a Shipping and Receiving Clerk effective March 3, 2006.
- b. Lucy Best will retire from her position as Educational Aide effective March 31, 2006. She has been employed with the Board for 30 years.

SUPERINTENDENT'S RECOMMENDATION 42-06: Superintendent Baldrige recommended the Board accept the Personnel Report as presented.

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

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

Mr. Miller, yes
Mrs. Goodin, yes
Dr. Rockhold, yes

Mrs. Williams, yes
Mr. Healey, yes

Mr. Fuller, yes
Mr. Honigford, yes

C. Administrative

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

IX. Committee Reports

A. Ethics Council – Met February 22, 2006

1. Approve Direct Service Contracts

ETHICS COUNCIL'S RECOMMENDATION 43-06: The Ethics Council recommended and so moved that the following direct service contract be approved as presented:

<u>Agency</u>	<u>Duration</u>	<u>Amount</u>
Lutheran Social Services, Inc.	1 Year	Up to \$25.00/month/individual served.

Mr. Fuller moved.

Mr. Honigford seconded the motion of the Ethics Council.

Mrs. Williams, yes
Mr. Healey, yes
Dr. Rockhold, yes

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, yes

B. Finance Committee – Met March 21, 2006

C. Personnel Committee

D. Planning Committee

E. Building Committee

F. Policy Committee – Met March 20, 2006

1. Accept Policies for First Reading

- 1.13 Table of Organization
- 1.45 Records Format, Retention schedule (RC-2), and Document Destruction

The Table of Organization has been updated to reflect the changes that have been made in Position Descriptions since September 21, 2006. The documentation destruction policy has been revised as a result of the recent ISO audit. Since we don't always destroy records on the year that is established as a minimum, our policy needs to permit waiting. Further, additional records have been identified and added to the schedule.

POLICY COMMITTEE'S RECOMMENDATION 44-06: The Policy Committee recommended and so moved that the Board accept the following policies for first reading:

- 1.13 Table of Organization
- 1.45 Records Format, Retention Schedule (RC-2), and Document Destruction

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

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

2. Approve Adult Services Client Handbook

A few changes have been made in the Adult Services Client Handbook. The Board generally approves handbooks with only one reading.

POLICY COMMITTEE'S RECOMMENDATION 45-06: The Policy Committee recommended and so moved that the Board approve the Adult Services Client Handbook as presented.

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

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

X. New Business

- A. Approve Addendum 2 to the Habilitation Center Contract between Champaign Residential Services, Inc. and the Allen County Board of MR/DD

Since CRSI transports three clients to and from day programming due to individual needs, they have asked if we would deduct a transportation allowance in the amount of \$3.26 from what they pay us to provide that service. It seems reasonable to do so.

SUPERINTENDENT'S RECOMMENDATION 46-06: Superintendent Baldrige recommended the Board approve Addendum 2 to the Habilitation Center Contract between Champaign Residential Services, Inc. and the Allen County Board of MR/DD, effective January 1, 2006 through June 30, 2006, which permits a transportation deduction in the amount of \$3.26 if CRSI transports the client.

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

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

Mr. Healey, yes
Mrs. Williams, yes
Dr. Rockhold, yes

Mr. Honigford, yes
Mr. Fuller, yes

Mr. Miller, yes
Mrs. Goodin, yes

- B. Eliminate one Full-Time Service Coordination position and Create a Part-Time Service Coordination position effective July 1, 2006

Last October when we were creating the Child Find Service Coordinator position, Joy Miller advised me that the budget would not sustain a full-time position after we had already offered the position to a prospective employee. She further told me that one of her current Service Coordinators desired a part-time position after she has a baby this spring. Superintendent Baldrige indicated to Joy that would be an acceptable solution. Superintendent Baldrige does not remember if Joy and her had any discussion regarding whether benefits would go along with this position. At any rate, the discussion between Joy and the effected Service Coordinator indicated that benefits would go along with the job. When it came time to move this forward during the past month, Superintendent Baldrige indicated she would be willing to ask the Board to create a 16 hour position, thereby avoiding paying fringe benefits. The service coordinator filed a formal complaint, alleging a breach in agreement. Peggy Cockerell met with her and gathered information. Superintendent Baldrige reviewed the information and then discussed the situation with the President of our Board. They both agreed that a commitment had been made that should be honored.

SUPERINTENDENT'S RECOMMENDATION 47-06: Superintendent Baldrige recommended the Board abolish one full-time Service Coordinator position and create one 24 hour per week Service Coordinator position effective July 1, 2006.

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

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

Mr. Honigford, yes
Mr. Fuller, yes
Dr. Rockhold, yes

Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Williams, yes
Mr. Healey, yes

C. Approve Lease of Two Buses to the Arc of Allen County

Superintendent Baldrige had received a letter from Mandy Herzog, Camp Director and Josh Ebling, Executive Director of Arc requesting to lease two buses for their summer camp and requesting that we provide TEAM training and training on MUI procedures.

SUPERINTENDENT'S RECOMMENDATION 48-06: Superintendent Baldrige recommended the Board approve the Bus Lease Agreement with the Arc of Allen County, Inc. leasing two buses to them from June 26, 2006 to July 27, 2006, at a cost of \$1.00.

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

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

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

D. Accept Inspection Reports

On December 28, 2005, Security Unlimited performed the annual Fire Inspection in all four buildings on the Ada Road campus. One duct smoke detector was found to be defective. This was corrected on March 6, 2006. On February 22, 2006, the Allen County Health Department performed a School Environment Inspection and found no problems. On February 22, 2006, the Health Department performed the Standard Inspection of our kitchen. There were four citations. On the first citation, the spray nozzle had just been replaced as a result of the last inspection. The inspector did not like the length of the hose. The citation regarding chicken thawing was not valid in our opinion since it is necessary to remove chicken from the freezer in order to put it in the oven. The last two citations were also a concern since both our thermometers and those of Lippincott's said the temperatures were correct. Superintendent Baldrige has e-mailed the Health Commissioner regarding this inspection.

SUPERINTENDENT'S RECOMMENDATION 49-06: Superintendent Baldrige recommended the Board accept the Fire Inspection report of December 28, 2005 conducted by Security Unlimited and the report of correction. Superintendent Baldrige recommended the Board accept the School Environment Inspection conducted by the Health District on February 22, 2006. There were no deficits found. Superintendent Baldrige further recommended the Board accept the Standard Inspection Report conducted on February 22, 2006 by the Health Department and the reports of explanation.

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

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

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

E. Discuss NOWAC Fee Schedule

Superintendent Baldrige discussed proposed changes in the NOWAC fee schedule with the Board. If we agree, the fee we would pay for Quality Assurance Reviews would increase from \$400 to \$916.49. However, we would be keeping the TCM money generated by their staff providing this service which nets a savings of \$12,105.53. However, we have been receiving \$14,000 per year for providing MUI services to Van Wert County and our cost has been \$2,000. NOWAC is proposing to drop our reimbursement to \$4,000 per year based on this, even though they are saying their cost with their overhead is \$10,136.22 for the counties they serve. The MUI issue for Allen County continues to be unresolved. They are proposing these changes be retroactive to July 1, 2005, when they lost the ability to bill TCM and that revenue began coming to each county board. There was also considerable discussion about having the new fee schedule retroactive to January 1, 2006. Superintendent Baldrige anticipates asking the Board to take action next month. The Board recommended the Superintendent explore other options.

F. Award Contract to Cardinal Bus Sales & Service, Inc. for the Purchase of Two Buses

Bid opening occurred on Friday, March 17, 2006 at 2:00 p.m. Three dealers submitted bids: Meyers Equipment Corporation, Miami Valley International, and Cardinal Bus Sales & Service, Inc. Miami Valley International did not meet or exceed some of the specifications. The base bid cost and the cost with options included for the Cardinal bid were lower than the bid from Meyers Equipment. As a side note, Meyers Equipment is bidding a Ford product. Ford is only stocking parts for buses for ten years, which is causing us problems.

SUPERINTENDENT'S RECOMMENDATION 50-06: Superintendent Baldrige recommended the Board purchase two buses from Cardinal Bus Sales & Service, Inc. at a total cost of \$81,920 per bus, which includes air conditioning, a white roof, air operated door, timer on heated mirrors, and 5/8" Marine Grade Plywood fastened with screws.

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. Honigford, yes
Dr. Rockhold, yes

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Mrs. Williams, yes

G. Approve Notice of Funds Available for the Dual Diagnosis Intervention Team

A year ago, the Board entered into a Cost Share agreement with the Mental Health and Recovery Services Board of Allen, Auglaize, and Hardin Counties, as well as the MR/DD Boards of the other two counties. At that time, we committed to providing \$10,000 annually to the Dual Diagnosis Intervention Team to use to provide services for our most challenging clients. The year is up and the DDIT is working very well. We would like to continue this funding and move the agreement to the Mental Health fiscal year which is July through June. Therefore, we are proposing a 16 month agreement.

SUPERINTENDENT'S RECOMMENDATION 51-06: Superintendent Baldrige recommended the Board approve Notice of Funds Available from the Allen County Board of Mental Retardation and Developmental Disabilities for the Dual Diagnosis Intervention Team for the period of time from March 1, 2006 through June 30, 2007, at a cost not to exceed \$13,333.

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

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

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

XI. Old Business

XII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION TO DISCUSS POSSIBLE DISCIPLINARY ACTION

Mr. Miller moved to adjourn into Executive Session to discuss possible disciplinary action at 6:02 p.m.

Mrs. Williams seconded the motion.

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

RECONVENE INTO REGULAR SESSION

Mrs. Goodin moved to reconvene into Regular Session at 6:37 p.m.

Mr. Healey seconded the motion.

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

XIII. Adjournment

Mr. Honigford moved to adjourn the meeting at 6:38 p.m.

Mr. Healey seconded the motion to adjourn.

Mr. Healey, yes
Mrs. Williams, yes
Dr. Rockhold, yes

Mr. Honigford, yes
Mr. Fuller, yes

Mr. Miller, yes
Mrs. Goodin, yes

Regular Board Meeting
April 26, 2006 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Greg Miller, Recording Secretary