

November 29, 2006

141-06 Approval of the Agenda

142-06 Approval of the Minutes of the October 25, 2006 Board Meeting  
Concur with Payment of Bills, pages 1-11, 13-17, 19-25, 27, 29-37  
Approval of Hire of Diane Stephens as Educational Aide  
Approval of Hire of Teena Rife as Nursing Assistant – Individual Service  
Approval of Hire of Robin Littell as Help Me Grow Receptionist/Secretary  
Approval of Hire of Kristen Miller as Quality Assurance Specialist/SSA  
Approval of Transfer of Heather Bassitt from Help Me Grow Resource Aide to Help Me Grow Administrative Assistant  
Approval of Transfer of Veronika Knapp from Workshop Assistant/Bus Aide AM to Workshop Assistant  
Approval of Transfer of Jerrilyn Carter from Secretary-Transportation to Community Placement Driver  
Approval of Transfer of Lori Kohler from Workshop Assistant/Bus Aide PM to Workshop Assistant/Bus Aide AM  
Approval of Retirement of Doris Orpurt as Bus Aide – 9 Month

143-06 Concur with Payment of Bills, page 28  
Concur with Payment of Bills, pages 12, 18, and 26

144-06 Approve Direct Service Contracts

145-06 Approve Intra-Fund Transfers  
Approve Inter-Fund Transfers  
Approve Supplemental Appropriation

146-06 Approve Correction in Pay

147-06 Adopt 2007 Budget

148-06 Approval to Adopt the Following Policy  
5.8.2 Leave Donation Policy

149-06 Approve the Purchase of a Van with a Wheelchair Lift on Behalf of Marimor Industries, Inc.

150-06 Approval to Renew Membership in the Lima/Allen County Chamber of Commerce

151-06 Approval to Accept Annual Action Plan for Public Hearing

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES  
November 29, 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, November 29, 2006. 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. Robert Honigford, excused	Mr. Gregory Miller, present	Mrs. Kathryn Williams, present
Dr. Jon Rockhold, present		

II. Revision and Acceptance of the Agenda

RESOLUTION 141-06:

Mrs. Goodin moved to approve the agenda.

Mr. Healey 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

IV. Hearing of the Public

V. Reports

- A. Staff Report – Phyllis Steele presented a PowerPoint on residential options.
- B. Best Practice – 30<sup>th</sup> Anniversary: Changing to Self Determination (Video)

VI. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 142-06: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the October 25, 2006 regular meeting of the Allen County Board of MR/DD and the joint meeting with Marimor Industries, Inc. on October 25, 2006.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD, pages 1 – 11, 13 – 17, 19 – 25, 27, and 29 – 37.
- C. Personnel Report
  - 1. New Hires
    - a. Diane Stephens was hired as an Educational Aide effective November 1, 2006 at Step 2 on the AFSCME Salary Scale.
    - b. Teena Rife was hired as a Nursing Assistant – Individual Service effective November 1, 2006 at \$20.00/hour per Job Share Agreement.
    - c. Robin Littell was hired as the Help Me Grow Receptionist/Secretary effective November 13, 2006 at \$10.43/hour for a 19-hour work week.
    - d. Kristen Miller was hired as a Quality Assurance Specialist/SSA effective November 15, 2006 at an annual salary of \$42,760.
  - 2. Transfers
    - a. Heather Bassitt transferred from Help Me Grow Resource Aide to Help Me Grow Administrative Assistant effective November 1, 2006 at an annual salary of \$28,540.
    - b. Veronika Knapp transferred from Workshop Asst/Bus Aide AM to Workshop Assistant effective November 1, 2006 at the same AFSCME Salary Step.
    - c. Jerrilyn Carter transferred from Secretary-Transportation to Community Placement Driver effective November 9, 2006 at the same AFSCME Salary Step.
    - d. Lori Kohler transferred from Workshop Asst/Bus Aide PM to Workshop Asst/Bus Aide AM effective November 13, 2006 at the same AFSCME Salary Step.
  - 3. Terminations
    - a. Doris Orpurt will be retiring from her position as Bus Aide - 9 Month effective December 31, 2006.

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

Mr. Fuller 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

A. Bills Paid

SUPERINTENDENT'S RECOMMENDATION 143-06: Superintendent Baldrige recommended the Board consent to the following items:

1. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, page 28.

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. Goodin, abstain

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Dr. Rockhold, yes

2. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, pages 12, 18, and 26.

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

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

Mr. Miller, yes  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Dr. Rockhold, abstain

VIII. Superintendent's Report

A. Fiscal – October Revenue

Fund 2018, General Fund

1.	Local Property Tax	
a.	Personal Property Tax	846,990.53
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,380.75
b.	Sales Cafeteria	3,167.74
c.	Other Enrollee Fees	30.00
d.	Services - Supported Employment	2,297.25
e.	Services - Transportation	230.80
f.	Services – Other	31,566.60
3.	State and Federal Revenue	

a.	Dept. of Ed. Funding-School Age	63,427.61
b.	Dept. of Ed. Funding-Preschool	10,747.08
c.	Dept. of Ed. Transportation	8,372.91
d.	HMG GRF	5,443.12
e.	HMG Part C	13,962.85
f.	HMG Grants	6,211.89
g.	Federal School Breakfast	1,350.12
h.	Federal School Lunch	2,300.55
i.	Operating Subsidy – MR/DD	80,727.25
j.	Case Management – MR/DD	19,637.00
k.	Other – MR/DD	19,924.75
l.	Other – Receipts	55,631.74
m.	Tax Equity – MR/DD	97,807.06
4.	Other	
a.	Refunds	33.23
b.	Employee Portion of Hospitalization	21,099.53
c.	Employee Optional Life	1,462.56
d.	Sundry Revenue	186.00

Fund 2075, Family Resource Services

1.	Grant Revenue	16,061.75
2.	Reimbursements	107.10

Fund 2077, Residential Services

1.	MR/DD Allocation	107,808.42
2.	Other Receipts	7,370.12

Fund 2460, Early Childhood Special Ed, IDEA

1.	Grant	3,073.43
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Fund 2930, Unspecified

1.	Donations	9,718.95
2.	Interest	609.86

Fund 4018, Permanent Improvement

1.	Local Property Tax	
a.	Personal Property Tax	73,651.37
2.	Sundry Revenue	910.50

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

The next Strategic Planning session is schedule for January 10, 2007. The session will involve working with consumers, parents and residential providers.

XI. Committee Reports

A. Ethics Council – Met November 29, 2006

1. Approve Direct Service Contracts

ETHICS COUNCIL'S RECOMMENDATION 144-06: 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	\$18.00 per hour
RMS of Ohio	1 Year	\$18.00 per hour
RMS of Ohio	1 Year	\$18.00 per hour
Barbara Teodosio	1 Year	\$12.00 per hour
Derry Glenn	1 Year	\$12.00 per hour
IHS Services, Inc.	1 Year	\$18.00 per hour

Mr. Fuller moved.

Mr. Healey seconded the motion of the Ethics Council.

Mrs. Williams, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Miller, yes

Dr. Rockhold, yes

B. Finance Committee – Met November 17 and November 28, 2006

FINANCE COMMITTEE'S RECOMMENDATION 145-06: The Finance Committee recommended and so moved the Board approve the following intra-fund transfers:

\$1,000 From 20020117-170005 Maintenance, Salary  
To 20020131-340599, Maintenance, Services Sundry.

- \$500 From 40040631-360499, Adult Services Supported Employment, Travel Sundry  
To 40040617-219099, Supported Employment, Materials and Supplies.
- \$965 From 90090117-170005, Help Me Grow, Salary – Regular Employees  
To 90090117-170043, Salary – Temporary Employees.
- \$3,500 From 20751617-170044, Family Resource Services, Salary Out of Home  
To 20751631-340215, Services, In-Home Care.
- \$1,500 From 20751631-340405, Family Resource Services, Home Modifications  
To 20751631-340215, Services, In-Home Care.
- \$12,000 From 20771631-390998, Residential Services Reserve  
To 20771631-340405, Residential Services, Home Modification.

All transfers are to meet unmet needs with excess funds in other accounts.

The Finance Committee recommended the Board approve the following Inter-Fund Transfers:

- \$2,934.30 From 10010117-179001, General Fund, Reserve Account  
To 24600491-590901, Early Childhood Special Education, Transfer-In.
- \$800 From 10010194-940001, General Fund, Advance Out  
To 24600492-590902, Early Childhood Special Education, Advance-In.

To manage cash flow and to cover costs not paid for by grant monies.

The Finance Committee recommended the Board approve the following Supplemental Appropriation:

- \$1,223.32 To Fund 2460, Account 24601521-210001, Supplies – General

Due to additional funds being available.

Mr. Miller moved.

Mr. Fuller seconded the motion of the Finance Committee.

Mr. Fuller, yes  
Mr. Miller, yes

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Dr. Rockhold, yes

4. Approve Correction in Pay

Because the salary schedule that was adopted in October was retroactive to August 1, there are some employees hired after August 1 who are now being paid incorrectly. Further, there are several other employees who are also at an incorrect salary.

FINANCE COMMITTEE’S RECOMMENDATION 146-06: The Finance Committee recommended and so moved the Board approve the following corrections in pay:

<u>Employee</u>	<u>Position</u>	<u>Corrected</u>	
		<u>Pay Rate</u>	<u>Effective Date</u>
Melissa Brown	HMG – Family Support Specialist	\$12.09/hr.	August 1, 2006
Brandon Hoehn	Service and Support Associate	\$31,695	August 1, 2006
Traci Miller	HMG – Service Coordinator	\$31,695	August 18, 2006
April Perrott	HMG – Service Coordinator	\$31,695	November 6, 2006
Carmen Sheets	HMG – Service Coordinator	\$31,695	August 1, 2006
Cynthia Wise-Sawmiller	HMG – Service Coordinator	\$31,695	October 18, 2006

Mr. Healey moved.

Mr. Fuller seconded the motion of the Finance Committee.

Mr. Miller stated that he was concerned about the bump in salary for those who have been here for just a couple of months.

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, no
Mrs. Williams, yes	Mr. Fuller, yes	Dr. Rockhold, yes

5. Adopt 2007 Budget

FINANCE COMMITTEE’S RECOMMENDATION 147-06: The Finance Committee recommended and so moved the Board adopt the 2007 Budget as presented in Draft 3.

Mr. Miller moved.

Mr. Healey seconded the motion of the Finance Committee.

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

C. Personnel Committee

D. Planning Committee

E. Policy Committee

1. Adopt Policy

### 5.8.2 Leave Donation Policy

We emergency adopted the Leave Donation Policy in July and in October. It is now ready for final adoption. There have been no comments or recommendations received during the past month.

POLICY COMMITTEE'S RECOMMENDATION 148-06: The Policy Committee recommended and so moved that the Board adopt the following policy:

### 5.8.2 Leave Donation Policy

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

## XII. New Business

### A. Approve the Purchase of A Van with a Wheelchair Lift on Behalf of Marimor Industries, Inc.

On October 7, one of Marimor Industries' vans was in an accident with our driver. It was a wheelchair van and it was totaled. The insurance company will give the Industries \$22,499 to replace the van, taking its age into consideration. It was a 2004 van. If the Industries chooses to not replace the van, they would have to return 80% of the money to ODOT since it had been purchased with a grant from ODOT. We desperately need the van, so not replacing it does not seem to be wise. Angie and Susie have gotten two quotes for a replacement van, one at \$38,000 from Tesco and one is \$34,700 from Mobility Works. However, the County Board has the ability to purchase a van through Cooperative Purchasing for \$32,185. Angie has been assured by ODOT that it is legal for MR/DD to make the purchase through cooperative purchasing and have the Industries reimburse the Board for the van. Both Marimor Industries, Inc. and the Allen County Board of MR/DD will have to be on the title because ODOT will hold a lien on the van for the life of the grant.

Just as a refresher for our newer Board members, Marimor Industries is able to get grants for vehicles from the Ohio Department of Transportation because they are a private nonprofit corporation. The County Board is not eligible for these grants as a public entity. The Industries' Board has been very generous through the years in paying the match money for the vans. In more recent years, the match has been 20%. We went through a period of time when the match was up to 50%. They obtain the van, pay the match, and pay the insurance for the period of time that ODOT retains an interest in the van. They permit the MR/DD Board to use the van for MR/DD purposes of transporting clients to and from their jobs in the community and for other purposes. The Industries Board is willing to pay the full cost of \$32,185, even though they will only receive \$22,499 from the insurance company.

SUPERINTENDENT'S RECOMMENDATION 149-06: Superintendent Baldrige recommended the Board purchase a van with a wheelchair lift from Cooperative Purchasing in the amount of \$32,185. The vendor is StarTrans Buses by Supreme Corporation out of Goshen Indiana.

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

Mrs. Goodin 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	Dr. Rockhold, yes

B. Renew Membership in the Lima/Allen County Chamber of Commerce

SUPERINTENDENT'S RECOMMENDATION 150-06: Superintendent Baldrige recommended the Board renew membership in the Lima/Allen County Chamber of Commerce for the next year at a cost of \$170.00.

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	Mr. Miller, yes	Dr. Rockhold, yes

C. Accept Annual Action Plan for Public Hearing

SUPERINTENDENT'S RECOMMENDATION 151-06: Superintendent Baldrige recommended the Board accept the Annual Action Plan and submit it for Public Hearing on December 18, 2006 at 7:00 p.m.

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

Mr. Fuller 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, yes

D. Discussion Regarding Resolutions to be Voted on at the Delegate Assembly

Proposed Resolution 2006-06 involves changing the statutory admission criteria for state operated developmental centers. The Board advised Superintendent Baldrige to vote yes for this resolution.

Proposed Resolution 2006-07 involves a proposal submitted by Erie County Board of MRDD. The Board advised Superintendent Baldrige to vote no for this resolution.

Proposed Resolution 2006-08 involves tax equity and restoration of state funds. The Board advised Superintendent Baldrige to vote yes for this resolution.

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Fuller moved to adjourn the meeting at 5:40 p.m.

Mr. Healey seconded the motion to adjourn.

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Mr. Fuller, yes

Mr. Miller, yes  
Dr. Rockhold, yes

Regular Board Meeting  
December 20, 2006 at 4:45 p.m.  
Allen County Board of MR/DD  
Administration Building  
2500 Ada Road, Lima, OH

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Chris Calvelage, Clerk

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Greg Miller, Recording Secretary