

October 23, 2007

- 122-07 Approval of the Agenda
- 123-07 Approval of the Minutes of the September 26, 2007 Regular Meeting  
Concurrence with the Payment of Bills in September, pages 1-19, 21-32 and 34-37  
Accept the Personnel Report as Follows:
  - Reinstatement of Susan Peters from Disability Separation to her Position of Educational Aide/Bus Aide
  - Resignation of Riva Oliphant as Employment Specialist
  - Transfer of Leah Rankin from Bus Aide – 9 Month to Workshop Assistant/Bus Aide
  - Transfer of Alicia Klima from Employment Specialist to Service and Support Associate
  - Hire of Tiffany Holt as Bus Aide 12-Month
- 124-07 Concurrence with the Payment of Bills in September, page 20
- 125-07 Concurrence with the Payment of Bills in September, page 33
- 126-07 Approval of Direct Service Contracts
- 127-07 Approval of Intra-Fund Transfers
- 128-07 Approval to Abolish One Shipping and Receiving Position
- 129-07 Approval to Accept Mission, Goals and Action Steps for Public Hearing - Tabled
- 130-07 Approval to Accept Mission, Goals and Action Steps for Public Hearing – Withdrawn from Tabling
- 131-07 Approval to Accept Mission, Goals and Action Steps for Public Hearing
- 132-07 Approval of the Following Policies:
  - 8.3.1 Prohibition of Harassment, Intimidation or Bullying for Adoption
  - 8.1.2 School Age for Second Reading
  - 1.46 Public Records Policy for First Reading
- 133-07 Approve the Following Contracts and/or Agreements:
  - 1. Project Agreement With the Ohio Department of MR/DD
  - 2. Agreement with Marimor Industries, Inc.
- 134-07 Approval to Apply for the Following Grants:
  - 1. “Love Your Veggies” Grant from Hidden Valley Company
  - 2. Performing Arts Grant
- 135-07 Accept Inspection Report

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

**MINUTES**  
**October 23, 2007**

**11:00 a.m. Regular Meeting**  
2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Tuesday, October 23, 2007 in the Administration Building. President Rockhold called the meeting to order at 11:15 a.m. with the following roll call response:

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

II. Revision and Acceptance of the Agenda

RESOLUTION 122-07:

Mrs. Goodin moved to approve the agenda.

Mr. Fuller seconded the motion to approve the agenda.

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

III. Correspondence

IV. Hearing of the Public

V. Reports

- A. Staff Report – Deferred due to Joint Board Meeting
- B. Best Practice – Deferred due to Joint Board Meeting

VI. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 123-07: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the September 26, 2007 regular meeting of the Allen County Board of MR/DD.
- B. Concurrence with the payment of bills in September for programs operated by the Allen County Board of MR/DD, pages 1 – 19, 21 – 32, and 34 – 37.
- C. Accept the Personnel Report
  - 1. Reinstatement
    - a. Susan Peters returned from disability separation to her position of Educational/Bus Aide effective October 2, 2007 at Step 2 on the AFSCME Salary Schedule.
  - 2. Terminations
    - a. Riva Oliphant resigned as of September 28, 2007 from her position of Employment Specialist.
  - 3. Transfers
    - a. Leah Rankin transferred from a Bus Aide–9 Month to a Workshop Assistant/Bus Aide effective October 1, 2007 remaining at Step 2 on the AFSCME salary schedule.
    - b. Alicia Klima transferred from the position of Employment Specialist to the position of Service and Support Associate effective November 1, 2007 at an annual salary of \$32,529.
  - 4. New Hire
    - a. Tiffany Holt was hired into the position of Bus Aide 12-Month effective October 8, 2007 at Step 0 on the AFSCME Salary Schedule. She had previously worked as a Substitute Workshop Assistant/Bus Aide.

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

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

Mrs. Goodin, yes  
Mr. Bowers, yes

Mr. Healey, yes  
Mr. Fuller, yes

Mrs. Williams, yes  
Dr. Rockhold, yes

## VII. Exception Agenda

### A. Bills Paid

SUPERINTENDENT’S RECOMMENDATION 124-07: Superintendent Baldrige recommended the Board concur with the payment of bills in September for programs operated by the Allen County Board of MR/DD, page 20.

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

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

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

SUPERINTENDENT’S RECOMMENDATION 125-07: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD in September, page 33.

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

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

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

VIII. Superintendent's Report

A. Fiscal – September Revenue

Fund 2018, General Fund

1.	Local Tax Revenue	
a.	Personal Property Tax	311,292.15
b.	Mobile Home Property Tax	666.60
c.	Homestead Rollback Exemption	213,192.99
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,337.43
b.	Sales – Cafeteria	2,924.65
c.	Other Enrollee Fees	165.00
d.	Services - Supported Employment	2,112.00
e.	Services – Transportation	127.50
f.	Other Receipts (BCI Checks, Marimor Industries)	30,370.34
3.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	29,080.35
b.	Dept. of Ed. Funding-Preschool	5,552.96
c.	Dept. of Ed. Transportation	3,680.30
d.	HMG General Revenue Fund	3,232.35
e.	HMG TANF	33,292.00
f.	HMG Part C	10,027.68
g.	Title XIX – Medicaid	102,278.74
h.	Title XX	22,855.00
4.	Other Revenue	
a.	Refunds	73.15
b.	Employee Portion of Hospitalization	27,697.34

c.	Employee Optional Life	1,646.93
d.	Sundry Revenue	1,774.30

Fund 2075, Family Resource Services

1.	Reimbursements	1,624.58
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Fund 2077, Residential Services

1.	Other Receipts	4,768.02
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Fund 2930, Unspecified

1.	Donations	436.00
2.	Interest	677.44

Fund 4018, Permanent Improvements

1.	Local Tax Revenue	
a.	Personal Property Tax	27,068.88
b.	Mobile Home Property Tax	57.98
c.	Homestead Rollback Exemption	18,538.52
2.	Other Revenue	
a.	Sundry Revenue (Insurance Receipt)	3,164.00

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 and HR Newsletters

IX. Old Business

X. Board Discussion

- A. Superintendent's Goals were reviewed by the Board.
- B. Superintendent's Contract will be brought to the Board in November.

XI. Committee Reports

A. Ethics Council

1. Approve Direct Service Contracts

ETHICS COUNCIL'S RECOMMENDATION 126-07: 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>
Angela Patterson	1 Year	\$12.00 per hour
IHS Services, Inc.	1 Year	\$18.00 per hour
Jacquelyn Sevier	1 Year	\$12.00 per hour

Mr. Fuller moved.

Mrs. Williams seconded the motion of the Ethics Council.

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

B. Finance Committee

FINANCE COMMITTEE’S RECOMMENDATION 127-07: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

From 20751621 219099, Family Resource Services, Sundry – Other Expense  
 To 20751631 370720, Family Resource Services, Counseling, Training, Education  
 \$250 to meet family needs

From 20771631 350590 Residential Services, Service – Other  
 To 20771631 340419 Residential Services, Services – Housing  
 \$3,000 to cover the cost of vacancies exceeding budget

Approve Inter-Fund Transfers

From 20771693 930001 Residential Services, Transfer Out  
 To 00180491 590901 General Fund, Transfer In  
 \$31,876.63 to cover the cost of Quality Assurance Reviews

Approve Supplemental Appropriation

To 40184131 340599 Permanent Improvements, Services Sundry  
 \$150,000 to cover the cost of soil remediation which was not included in the budget  
 The funds were available from un-appropriated carryover funds

Mr. Bowers moved.

Mrs. Goodin seconded the motion of the Finance Committee.

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

C. Personnel Committee

The Personnel Committee met in conjunction with the Finance Committee to discuss the Superintendent's Contract. Additionally, the Committee discussed abolishing one Shipping and Receiving position which is currently vacant.

PERSONNEL COMMITTEE RECOMMENDATION 128-07: The Personnel Committee recommended and so moved to abolish one Shipping and Receiving Position.

Mrs. Goodin moved.

Mr. Fuller seconded the motion of the Personnel Committee.

Mr. Fuller, yes

Mrs. Goodin, yes

Mr. Healey, yes

Mrs. Williams, yes

Mr. Bowers, yes

Dr. Rockhold, yes

D. Planning Committee

1. Accept Mission, Goals and Action Steps for Public Hearing

The Planning Committee met to review the proposed Goals and Action Steps for 2008 which is an outgrowth of the Strategic Planning work that occurred during the last year. This will become part of the Annual Action Plan which needs to go out for Public Hearing.

PLANNING COMMITTEE RECOMMENDATION 129-07: The Planning Committee recommended and so moved to accept the revised Mission and Goal and Action Steps for Public Hearing on December 11, 2007 at 5:00 p.m. – Tabled

Mr. Healey moved.

Mr. Fuller seconded the motion of the Planning Committee.

Mrs. Goodin, yes

Mr. Healey, yes

Mrs. Williams, yes

Mr. Bowers, yes

Mr. Fuller, yes

Dr. Rockhold, yes

PLANNING COMMITTEE RECOMMENDATION 130-07: The Planning Committee recommended and so moved to accept the revised Mission and Goal and Action Steps for Public Hearing on December 11, 2007 at 5:00 p.m. – Withdrawn from Tabling

Mr. Healey moved.

Mrs. Goodin seconded the motion of the Planning Committee.

Mrs. Goodin, yes

Mr. Healey, yes

Mrs. Williams, yes

Mr. Bowers, yes

Mr. Fuller, yes

Dr. Rockhold, yes

PLANNING COMMITTEE RECOMMENDATION 131-07: The Planning Committee recommended and so moved to accept the revised Mission and Goal and Action Steps with the approved changes for Public Hearing on December 11, 2007 at 5:00 p.m.

Mr. Healey moved.

Mrs. Goodin seconded the motion of the Planning Committee.

Mrs. Goodin, yes  
Mr. Bowers, yes

Mr. Healey, yes  
Mr. Fuller, yes

Mrs. Williams, yes  
Dr. Rockhold, yes

E. Policy Committee

No comments have been received on any of the policies which are in the review process. The Public Records Policy was emergency adopted and will now go through the reading process.

POLICY COMMITTEE RECOMMENDATION 132-07: The Policy Committee recommended and so moved the following actions:

Adopt Policy

8.3.1 Prohibition of Harassment, Intimidation or Bullying

Accept Policy for Second Reading

8.1.2 School Age

Accept Policy for First Reading

1.46 Public Records Policy

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

Mr. Healey, yes  
Mr. Fuller, yes

Mrs. Williams, yes  
Mrs. Goodin, yes

Mr. Bowers, yes  
Dr. Rockhold, yes

XII. New Business

A. Approve Contracts and/or Agreements

SUPERINTENDENT'S RECOMMENDATION 133-07: Superintendent Baldrige recommended the Board approve the following agreement:

1. Project Agreement With the Ohio Department of MR/DD  
Term: 2007 - 2008  
Purpose: To provide funding to purchase a house through LODDI, Inc.  
Funds Available: \$94,011
2. Agreement with Marimor Industries, Inc.  
Term: December 1, 2007 through November 30, 2011  
Purpose: To identify roles, responsibilities and financial relationship

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

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

Mrs. Williams, yes  
Mrs. Goodin, yes

Mr. Bowers, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Dr. Rockhold, yes

B. Grant Permission to Apply for Grants

Research has been done during the last month regarding the Board's responsibility with respect to grants. So far, all County Boards who have responded to our question say they take all grants to the Board for approval. We have not found anything in the Auditor's Handbook on the subject. Martha has found a sample policy from another state that is a very good model. We will draft a proposed policy and run it by the State Auditor's Office for approval prior to bringing it to the Board. In the mean time, it's business as usual.

SUPERINTENDENT'S RECOMMENDATION 134-07: Superintendent Baldrige recommended the Board authorize administration to apply for the following grants:

1. "Love Your Veggies" grant from Hidden Valley Company  
Awards up to \$10,000 to elementary schools  
Purpose – funding for fresh fruits and vegetables  
Competition – one grant per state
2. Performing Arts Grant  
Possible Source – Ohio Arts Council  
Possible Match Required - \$4,000 in 2009  
Purpose – To partner with Encore Theater and public schools in the production of 101 Dalmatians. Students would have an opportunity to perform with typically developing students from other schools.

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

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

Mrs. Williams, yes  
Mrs. Goodin, yes

Mr. Bowers, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Dr. Rockhold, yes

C. Accept Inspection Report

SUPERINTENDENT'S RECOMMENDATION 135-07: Superintendent Baldrige recommended the Board accept the following inspection report and corrective action:

Inspector:	Security Unlimited Corp.
Type of Inspection:	Fire Inspection Report
Date of Inspection:	July 3, 2007
Corrective Action Required:	Replace one smoke detector
Corrective Action Completed:	Yes

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

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

Mr. Bowers, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Mrs. Williams, yes

Mrs. Goodin, yes  
Dr. Rockhold, yes

XIII. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION TO DISCUSS SUPERINTENDENT'S CONTRACT.

Mrs. Goodin moved to adjourn into Executive Session at 11:47 a.m.

Mr. Fuller seconded the motion to adjourn into Executive Session.

Mr. Bowers, yes  
Mr. Healey, yes

Mr. Fuller, yes  
Mrs. Williams, yes

Mrs. Goodin, yes  
Dr. Rockhold, yes

RECONVENE INTO REGULAR SESSION

Mr. Fuller moved to reconvene into Regular Session at 11:57 a.m.

Mrs. Goodin seconded the motion to reconvene into Regular Session.

Mr. Fuller, yes  
Mrs. Williams, yes

Mrs. Goodin, yes  
Mr. Bowers, yes

Mr. Healey, yes  
Dr. Rockhold, yes

XIV. Adjournment

Mr. Healey moved to adjourn the meeting at 11:58 a.m.

Mrs. Williams seconded the motion to adjourn.

Mr. Fuller, yes  
Mrs. Williams, yes

Mrs. Goodin, yes  
Mr. Bowers, yes

Mr. Healey, yes  
Dr. Rockhold, yes

Regular Board Meeting  
November 28, 2007 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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Kathy Williams, Recording Secretary