

August 31, 2009

84-09 Approval of the Agenda

85-09 Approval of the Minutes of the July 27, 2009 Regular Board Meeting

Concurrence with the payment of bills in July, pages 1-28 and 30-34

Accept Personnel Report

Hire of Rachel Kindle as Workshop Assistant/Bus Aide

Hire of Guy Brown as Job Developer

Transfer of Sherry Bishop from Workshop Assistant to Production Specialist

Transfer of Kristy McPherson from Workshop Assistant/Bus Aide to Workshop Assistant

Transfer of Tammy Smith from Job Developer to Service and Support Associate –
Community Services

Transfer of Kathleen Burkholder from Workshop Assistant to Workshop
Assistant/Bus Aide

Transfer of Lori Caprella from Secretary/Receptionist to Pathways Administrative
Assistant

Resignation of Joy Ellen Troyer as Service and Support Associate - Community Services

Termination of Jane Jones as Production Specialist

Resignation of Kelley Bicknell as Part-Time Help Me Grow Secretary/Receptionist

86-09 Concurrence with the payment of bills in July, page 29

87-09 Approve Direct Service Contracts

88-09 Approve the following Finance Actions:

Intra Fund Transfers

Supplemental Appropriations

89-09 Policy Actions

Adopt Policy 8.1.1 – Preschool

Adopt Policy 8.1.2 – School-Age

Accept Policy 8.43 – Communicable Disease for second reading

Accept Policy 7.10 – Title XX Eligibility and Reimbursement for first reading

90-09 Request County Commissioners Declare Items Obsolete and Authorize Private Sale

91-09 Enter into the following Agreements and or/Contracts

RMS of Ohio, Inc for transportation

ArtSpace Lima for agency lease agreement

Susan Atkins for interpreter services

Sheryl Menke for interpreter services

92-09 Accept the following inspection report

Brumbaugh-Herrick, Inc. – three year asbestos Reinspection

93-09 Authorize Incentive to Participate in United Way

94-09 Appoint Dennis Rockhold to the LODDI, Inc Board of Directors

95-09 Approve Thirty Additional Level I Waivers

96-09 Approval to Modify Pathways Grant Position Descriptions.

MINUTES
August 31, 2009

4:45 p.m. Regular Board Meeting
2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Monday, August 31, 2009. President Goodin called the meeting to order at 4:50 p.m. with the following roll call response:

Mr. David Bowers, present	Mrs. Lana Hoops, present	Mrs. Veronica McLaurine, present
Mr. Gregory Miller, present	Dr. John Snyder, present	Mrs. Gina Goodin, present

II. Focus

Mission The mission of the Allen County Board of MR/DD is to partner with eligible individuals and their families to assure the availability of the services and supports needed to participate within their community as they choose.

Vision Mary Beth Corderman will read the vision statement for the Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Modify Pathways Grant Job Descriptions	Superintendent Baldrige
Change to Auction List	Superintendent Baldrige

RESOLUTION 84-09:

Mr. Bowers moved to approve the agenda.

Dr. Snyder seconded the motion to approve the agenda.

Mrs. Hoops, yes	Mrs. McLaurine, yes	Mr. Miller, yes
Dr. Snyder, yes	Mr. Bowers, yes	Mrs. Goodin, yes

IV. Correspondence

- Thank-you Notes from Staff

V. Hearing of the Public

VI. Reports

- A. Staff Report – Melodie Conley and Angie Herzog discussed the Pathways Project. They reviewed the budget, structure and the desired outcomes of the project.
- B. Best Practice – Barb Blass presented on The Effects of Childhood Stress on Health Across the Lifespan. The research strongly supports the work that is being done through Help Me Grow and Early Intervention.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 85-09: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the regular meeting of the Allen County Board of MR/DD held on July 27, 2009.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD during July, pages 1 – 28 and 30 – 34.
- C. Accept Personnel Report
 - 1. New Hires
 - a. Rachel Kindle was hired in the position of Workshop Assistant/Bus Aide effective July 23, 2009, at Step 1 on the AFSCME salary schedule.
 - b. Guy Brown was hired in the position of Job Developer effective September 9, 2009, at an annual salary of \$35,500.
 - 2. Transfers
 - a. Sherry Bishop transferred from Workshop Assistant to Production Specialist effective July 30, 2009 at the same AFSCME Salary Step.
 - b. Kristy McPheron transferred from Workshop Assistant/Bus Aide to Workshop Assistant effective August 13, 2009 at the same AFSCME Salary Step.
 - c. Tammy Smith transferred from Job Developer to Service and Support Associate – Community Services effective August 17, 2009 at an annual salary of \$38,000.
 - d. Kathleen Burkholder transferred from Workshop Assistant to Workshop Assistant/Bus Aide effective August 20, 2009 at the same AFSCME Salary Step.
 - e. Lori Caprella transferred from her position of Secretary/Receptionist in the Employment Services Department to the position of Pathways Administrative Assistant effective October 1, 2009, at an annual salary of \$33,885.
 - 3. Terminations
 - a. Joy Troyer resigned from her position as a Service and Support Associate effective July 27, 2009.
 - b. Jane Jones was terminated as a Production Specialist effective July 27, 2009.
 - c. Kelley Bicknell resigned from her position as a Part-Time Help Me Grow Secretary/Receptionist effective August 13, 2009.
 - d. April Leigh resigned from her position as Help Me Grow Service Coordinator effective September 4, 2009.

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

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

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. Goodin, yes

VIII. Exception Agenda

A. Bills Paid

SUPERINTENDENT'S RECOMMENDATION 86-09: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 29 during July.

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

Dr. Snyder seconded the motion to accept the recommendation of the Superintendent.

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, abstain
Mrs. Goodin, yes

IX. Superintendent's Report

A. Fiscal - July

Fund 2018, General Fund

1.	Tax Receipts	
	a. Real Estate Tax	1,859,800.12
	b. Personal Property Tax	137,594.29
	c. Mobile Home Tax	3,908.50
2.	Fees for Service/Local	
	a. Services – Tuition	4,551.68
	b. Services – Other	32,053.50
	c. Transportation Fees	2,515.22
	d. Other Enrollee Fees	380.00
	e. Services – Transportation	97.94
	f. Service – Supported Employment	7,094.46
3.	State and Federal Revenue	
	a. Special Ed Units – School	77,867.61
	b. Special Ed Units – Preschool	10,872.94
	c. Transportation – DOE	8,240.21
	d. HMG – TANF	111,596.52
	e. Title XIX – Medicaid	19,997.41
	f. Other Receipts (Marimor Industries and BCII Checks)	66,402.49
4.	Other Revenue	
	a. P/R Transfer Option Life	1,872.70
	b. P/R Transfer – Hospital	26,896.02
	c. Refunds	18.94
	d. Sundry Revenue	514.60

Fund 2075, Family Resource Services

1. Reimbursement 861.97

Fund 2077, Residential Services

1. Other Receipts 8,515.42

Fund 2078, Innovative Education

1. Grant Revenue 110.77

Fund 2930, Unspecified

1. Donations 100.00
2. Interest
27.84

Fund 4018, Permanent

1. Tax Revenue
a. Real Estate Taxes 161,943.87
b. Personal Property Tax 11,964.74
c. Mobile Home Tax 339.94
2. Sundry Revenue 1,890.00

Fund 9893, Flexible Savings Account

1. Employee Contribution 2,342.30

B. Administrative

1. Children's Services Report
2. Adult Services Report
 - Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services
 - LODDI, Inc. Minutes of August 6, 2009 Meeting
 - LODDI, Inc. Financial Report included for Finance Committee only
4. Human Resource Report and the HR Newsletter

X. Old Business

XI. Board Discussion

- Board Member Replacement – Superintendent Baldrige is in the process of contacting potential Board Members.
- Opportunity to Run for the Board of Trustees of the Association – Board Members will consider running for the Board of Trustees of the Association.
- Resolutions to present to the Delegate Assembly – There are no resolutions to present to the Delegate Assembly at this time.

XII. Committee Reports

A. Ethics Council – Met August 31, 2009

1. Approve Direct Service Contracts

ETHICS COUNCIL RECOMMENDATIONS 87-09: The Ethics Council recommended and so moved the following direct service contracts be approved as presented:

<u>Provider</u>	<u>Contract Period</u>	<u>Contract Rate</u>
Champaign Residential Services, Inc.	One Year	\$18.00 per hour \$ 0.38 per mile
Anthony Wayne Services, Inc.	One Year	\$18.00 per hour \$ 0.38 per mile

Dr. Snyder moved.

Mr. Bowers seconded the motion of the Finance Committee.

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mr. Miller, yes

Mrs. Hoops, yes
Mrs. Goodin, yes

B. Finance Committee – Met August 28, 2009

1. Approve Fund Transfers and Supplemental Appropriation

FINANCE COMMITTEE’S RECOMMENDATIONS 88-09: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfer

From 90090121 211001, General Fund, Help Me Grow, Supplies Postage
To 90090121 219099, General Fund, Help Me Grow, Materials and Supplies Sundry
\$1,400 to utilize funds needed to cover cell phone usage.

Approve Supplemental Appropriation

To: 20771631 340405, Residential Services Fund, Services Home Modifications
\$50,000 from the carryover balance to provide an advance to LODDI, Inc. to cover cash flow issues resulting from State funded renovation projects.

Mr. Miller moved.

Mrs. Hoops seconded the motion of the Finance Committee.

Mr. Bowers, yes

Mrs. Hoops, yes

Mrs. McLaurine, yes

Mr. Miller, yes

Dr. Snyder, yes

Mrs. Goodin, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee – Met August 31, 2009
 - 1. Adopt Policy 8.1.1 – Preschool
 - 2. Adopt Policy 8.1.2 – School-Age
 - 3. Accept Policy 8.4.3 – Communicable Disease for second reading with revisions
 - 4. Accept Policy 7.10 – Title XX Eligibility and Reimbursement for first reading

The Preschool and School Age policies were emergency adopted in April. They are now going through the three reading process for final adoption. In both policies, the primary change was adding a section regarding homelessness. The policies now assure that children will be served even if they are homeless.

In keeping with current issues, we are proposing to specifically address pandemic flu within our Communicable Disease Policy. Since the first reading, it was recommended that we add a section on Preschool and School Program Guidelines.

During a recent Title XX Review, the Department of MR/DD requested that we include the eligibility criteria in our policy rather than simply referencing the Ohio Administrative Code. They also wanted us to say more about units of service documentation.

POLICY COMMITTEE RECOMMENDATION 89-09: The Policy Committee recommended and so moved the following actions:

- 1. Adopt Policy 8.1.1 – Preschool
- 2. Adopt Policy 8.1.2 – School-Age
- 3. Accept Policy 8.4.3 – Communicable Disease for second reading with revisions
- 4. Accept Policy 7.10 – Title XX Eligibility and Reimbursement for first reading

Mrs. Hoops moved.

Dr. Snyder seconded the motion of the Policy Committee.

Mrs. Hoops, yes

Mrs. McLaurine, yes

Mr. Miller, yes

Dr. Snyder, yes

Mr. Bowers, yes

Mrs. Goodin, yes

XIII. New Business

- A. Request County Commissioners Declare Items Obsolete and Authorize Private Sale

SUPERINTENDENT'S RECOMMENDATION 90-09: Superintendent Baldrige recommended the Board recommend the Allen County Commissioners declare the items listed on the attached Auction list to be not needed for public use, obsolete or unfit for use in accordance with §307.12(E) O.R.C. Upon receipt of approval from the County Commissioners, the Board authorizes administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

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

Dr. Snyder seconded the motion to accept the recommendation of the Superintendent.

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. Goodin, yes

B. Enter into Agreements and/or Contracts

Several years ago, we reached an impasse with Special Olympics, requiring they sign an agreement regarding our provision of transportation for their events. When that did not occur after many attempts and compromises, we terminated transportation. Since that time individuals who wish to participate have had to provide their own transportation. This has become very costly for our Board for individuals receiving residential services. We have many, many one-on-one levels of supervision during practices and games as a result of this change. For this reason, we negotiated with RMS of Ohio to provide transportation to Special Olympics events. We are doing this on a trial basis for swimming. If it is successful, we may continue to do it for other sports.

SUPERINTENDENT'S RECOMMENDATION 91-09: Superintendent Baldrige recommended the Board enter into the following agreements for services and contract addendum:

Type: Service Contract
Party: RMS of Ohio, Inc.
Purpose: To purchase transportation services for consumers attending Special Olympics
Term: September 12, 2009 through December 31, 2009
Cost: Transportation for eight weekly practices for 1 – 12 participants \$1,600
Transportation to one regional meet for 1 – 12 participants \$ 250
Transportation to one State meet for 1 – 12 participants \$ 300

Type: Agency Lease Agreement
Party: ArtSpace Lima
Purpose: To rent upstairs classroom and storage area for ArtAbility
Term: September 1, 2009 through August 31, 2010
Cost: \$1,000.00 per month

Type: Contractual Agreement for Consultation Services
Party: Susan Atkins
Purpose: To purchase interpreter services
Term: October 1, 2009 to September 30, 2010
Cost: \$22.00 per hour including travel time

Type: Contractual Agreement for Consultation Services
Party: Sheryl Menke
Purpose: To purchase interpreter services
Term: October 1, 2009 to September 30, 2010
Cost: \$28.00 per hour including travel time

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

Dr. Snyder seconded the motion to accept the recommendation of the Superintendent.

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mrs. Goodin, yes

C. Accept Inspection Report

SUPERINTENDENT'S RECOMMENDATION 92-09: Superintendent Baldrige recommended the Board accept the following inspection reports:

Inspector: Brumbaugh-Herrick, Inc.
Date: August 3, 2009
Type: Three Year Asbestos Reinspection
Outcome: In compliance
Corrective Action: N/A

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

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

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mr. Miller, yes

Mrs. Hoops, yes
Mrs. Goodin, yes

D. Authorize Incentive to Participate in United Way

For a number of years, the Board has offered an incentive to staff to participate in the United Way. We are recommending this practice be continued.

SUPERINTENDENT'S RECOMMENDATION 93-09: Superintendent Baldrige recommended the Board approve the following incentive for staff to participate in the United Way. Those employees who pledge a gift of at least \$4.00 per paycheck, or \$104.00 per year will be eligible for a drawing at the conclusion of the campaign. There will be 4 names drawn with the first winning \$100.00, the second \$75.00, the third \$50.00 and the fourth winning \$25.00. The total cost to the Board is \$250.

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

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

Mr. Bowers, yes
Mr. Miller, yes

Mrs. Hoops, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mrs. Goodin, yes

E. Appoint Dennis Rockhold to the LODDI, Inc. Board of Directors

The LODDI Board is recommending Dennis Rockhold be appointed to their Board. Dennis has been in the investment advisory field for the last thirteen years. He started as a representative for MetLife Securities, Inc. and during the last six years has worked as an independent registered investment advisor representative for Raymond James Financial Services. He is the founder of Rockhold Wentling Financial Advisors which was founded in 2004 and prior to that Rockhold Financial Group in 1997. He completed the Allen Lima Leadership course in 1993. He has provided estate planning advice and information to families who have a member with developmental disabilities. He is a member of the University of Northwestern Ohio Hall of Fame and founded the HVAC technology program there in 1992. He is married and has two adult children.

SUPERINTENDENT'S RECOMMENDATION 94-09: Superintendent Baldrige recommended the Board appoint Dennis D. Rockhold to the Board of Directors of LODDI, Inc. for a three year term which extends through June 30, 2012.

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

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

Mrs. Hoops, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Goodin, yes

F. Approve Thirty (30) Additional Level I Waivers

Jeannie Stahl recommended the Board approve requesting thirty additional Level I Waivers. This takes the Board to nearly 260 Waivers. She reviewed the revenue projections and current revenue at the Finance Committee.

SUPERINTENDENT'S RECOMMENDATION 95-09: Superintendent Baldrige recommended the Board approve application for thirty additional Level I Medicaid Waivers to meet the needs of the people we serve.

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

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

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. Goodin, yes

G. Modify Pathways Grant Job Descriptions

The job grade for the Vocational Rehabilitation Counselor needs changed to a grade 6 instead of a grade 7 on the salary schedule. Minor revisions are needed for the Pathways Administrative Assistant job description.

SUPERINTENDENT'S RECOMMENDATION 96-09: Superintendent Baldrige recommended the Board approve changing the job grade from a 6 to a 7 for the Vocational Rehabilitation Counselor position and approve minor changes to the Pathways Administrative Assistant position description.

Dr. Snyder moved.

Mr. Bowers seconded

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mrs. Goodin, yes

XIV. Other Items to Come Before the Board

XV. Adjournment

Mr. Bowers moved to adjourn the meeting at 5:55 p.m.

Mrs. Hoops seconded the motion to adjourn.

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mrs. Goodin, yes

Regular Board Meeting
September 28, 2009, 2009 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