

January 26, 2009

- 3-09 Approval of the Agenda
- 4-09 Concurrence with the payment of bills in December, pages 1-7, 9-26, 28-36, and 38-43  
Accept Personnel Report:
  - Hire of Daniel Maag as 9 Month Bus Driver
  - Hire of Kelley Bicknell as Help Me Grow Receptionist/Secretary
  - Hire of Jeffrey Hanes as 9 Month Bus Driver
  - Transfer of Mamie VanDyke from 9 Month Bus Driver to 12 Month Bus Driver
  - Transfer of Leah Rankin from Workshop Assistant to Secure Scan Coordinator
- 5-09 Approval of the Minutes of the December 22, 2008 Regular Board Meeting
- 6-09 Concurrence with the payment of bills in December, page 8
- 7-09 Concurrence with the payment of bills in December, page 27
- 8-09 Concurrence with the payment of bills in December, page 37
- 9-09 Approve Direct Service Providers
- 10-09 Approve Fund Transfers and Supplemental Appropriations
- 11-09 Personnel Actions
  - Eliminate One Workshop Assistant Position, Code AS-102
  - Eliminate One Service and Support Associate, Code SC-304
  - Create One Service and Support Associate, Code SC-305
- 12-09 Policy Actions
  - 7.07 Routine Travel and Expense Reimbursement for Adoption
  - 8.1.3 Adult Services for Second Reading
  - 8.3 Behavior Support for Second Reading
- 13-09 Emergency Adopt RC-2 for First Reading
- 14-09 Adopt Program Calendar for 2009 – 2010

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

**MINUTES**  
**January 26, 2009**

**5:00 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, January 26, 2009. President Goodin called the meeting to order at 5:05 p.m. with the following roll call response:

Mr. David Bowers, present	Mr. Charles Fuller, 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 Helen Zimmerman read the vision statement for the Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 3-09:

Mr. Fuller moved to approve the agenda.

Mr. Bowers seconded the motion to approve the agenda.

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

IV. Correspondence

Letter of Appreciation from Soroptimists of Lima

V. Hearing of the Public

Peggy Cockerell, Director of Education, informed the Board of an awards ceremony and dinner that will be held at the school on March 12, 2009 from 6:00 p.m. – 8:00 p.m. Invitations will be sent out before the ceremony.

VI. Reports

- A. Staff Report – Shirley Evans, Investigative Agent, discussed the new work they are doing to assist victims of crime who have disabilities, using a successful model from Massachusetts. With the help of a grant (only three were awarded nationally) the Board and Crime Victim Services are partnering to afford our most vulnerable citizens the same protections and rights in the justice system.
- B. Best Practice – Barb Blass and Steve Guyton presented on PLAYTIME, the parent/child interactive/networking group they have for families of children birth to three.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 4-09: 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 1 – 7, 9 – 26, 28 – 36, and 38 - 43.
- B. Accept the Personnel Report
  - 1. New Hires
    - a. Daniel Maag was hired as a 9 Month Bus Driver effective January 5, 2009 at AFSCME Salary Step 2.
    - b. Kelley Bicknell was hired as a Help Me Grow Receptionist/Secretary effective January 5, 2009 at an hourly rate of \$12.00.
    - c. Jeffrey Hanes was hired in the position of 9 Month Bus Driver effective January 20, 2009 at Step 1 of the AFSCME salary schedule.
  - 2. Transfers
    - a. Mamie VanDyke transferred from the position of 9 Month Bus Driver to the position of 12 Month Bus Driver effective January 5, 2009, at the same AFSCME Salary Step.
    - b. Leah Rankin was transferred from the position of Workshop Assistant to the position of Secure Scan Coordinator effective January 9, 2009, at an annual salary of \$30,286.

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

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

Mrs. Hoops, yes  
Dr. Snyder, yes  
Mrs. Goodin, yes

Mrs. McLaurine, yes  
Mr. Bowers, yes

Mr. Miller, yes  
Mr. Fuller, yes

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 5-09: Superintendent Baldrige recommended the Board approve the minutes of the December 22, 2008 regular meeting of the Allen County Board of MR/DD.

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

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

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

SUPERINTENDENT’S RECOMMENDATION 6-09: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 8.

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

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

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

SUPERINTENDENT’S RECOMMENDATION 7-09: Superintendent Baldrige recommended the Board concur 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. Fuller seconded the motion to accept the recommendation of the Superintendent.

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

SUPERINTENDENT’S RECOMMENDATION 8-09: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 37.

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

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

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

IX. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

- 1. Fees for Service/Local
  - a. Services – Tuition 1,943.76

b.	Transportation Fees	3,632.12
c.	Sales - Cafeteria	2,651.65
d.	Services – Transportation	255.00
e.	Service – Supported Employment	7,180.00
f.	Services – Other	63,913.36
2.	State and Federal Revenue	
a.	Special Ed Units – School	100,652.19
b.	Special Ed Units – Preschool	16,887.51
c.	Transportation – DOE	9,963.99
d.	Federal School Breakfast Program	3,691.49
e.	Federal School Lunch Program	5,602.78
f.	HMG TANF	53,350.74
g.	Other – MRDD	81,187.12
h.	Title XIX – Medical	245,636.33
i.	Title XX	23,487.00
j.	Other Receipts	880.00
3.	Other Revenue	
a.	P/R Transfer Option Life	1,704.42
b.	P/R Transfer – Hospital	27,994.96
c.	Refunds	16.65
d.	Sundry Revenue	508.63

Fund 2075, Family Resource Services

1.	Reimbursement	2,123.99
----	---------------	----------

Fund 2077, Residential Services

1.	Other Receipts	4,383.82
----	----------------	----------

Fund 2469, Special Education, Part B

1.	Grant	11,645.05
----	-------	-----------

Fund 2930, Unspecified

1.	Interest	263.67
2.	Donations	1,525.71

Fund 9893, Flexible Savings Account

1.	Employee Contribution	2,306.30
----	-----------------------	----------

B. Administrative

1.	Children’s Services Report
2.	Adult Services Report
3.	Community Support Services

- 4. Help Me Grow Report
- 5. Human Resource Report and the HR Newsletter

X. Old Business

XI. Board Discussion

- The Committee Assignments will be as follows:

- Ethics – Chuck Fuller - chair, Jon Snyder and Veronica McLaurine
- Finance – Greg Miller – chair, Dave Bowers, Lana Hoops
- Planning – Dave Bowers – chair, Gina Goodin, Veronica McLaurine
- Personnel – Jon Snyder – chair, Chuck Fuller, Greg Miller
- Policy – Gina Goodin – chair, Jon Snyder, Lana Hoops

- President Goodin discussed the meeting with Director John Martin on January 12, 2009. Director Martin requested input on two questions:

- 1. What are the most vulnerable aspects of our system that you would not want to see cut?
- 2. How can we be more efficient with the resources we do have?

President Goodin presented a summary of the responses.

- Superintendent Baldrige recommended that each Board Member subscribe to the Pipeline, which is a newsletter put out by the Ohio Department of Mental Retardation and Developmental Disabilities. It contains very useful information.

XII. Committee Reports

A. Ethics Council – Met January 26, 2008

ETHICS COUNCIL RECOMMENDATION 9-09: 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>
RMS of Ohio	1 Year	\$18.00 per hour
RMS of Ohio	1 Year	\$ 0.38 per mile
		\$18.00 per hour
		\$ 0.38 per mile

Mr. Fuller moved.

Mr. Bowers seconded the motion of the Ethics Council.

Mr. Bowers, yes  
Mrs. McLaurine, yes  
Mrs. Goodin, yes

Mr. Fuller, yes  
Mr. Miller, yes

Mrs. Hoops, yes  
Dr. Snyder, yes

B. Finance Committee – Met January 22, 2009

1. Approve Fund Transfers and Supplemental Appropriations

FINANCE COMMITTEE’S RECOMMENDATIONS 10-09: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

- \$47.39 From 10010117 173001, General Fund, Administration, Workmen’s Comp  
To 10010131 320004, General Fund, Administration, Optional Life Insurance  
To cover the cost for the balance of the year.
- \$2,000 From 20020121 219099, General Fund, Plant Maintenance, Sundry Supplies  
To 20020121 216002, General Fund, Plant Maintenance, Janitorial Supplies  
To cover higher than anticipated janitorial costs.
- \$500 From 20020131 330610, General Fund, Plant Maintenance, Repairs – Building and Grounds  
To 20020131 330612, General Fund, Plant Maintenance, Repairs – Electrical  
To cover higher than anticipated electrical repair costs.
- \$4,500 From 40040617 175001, General Fund, Adult Services, Medical Premiums  
To 40040617 170043, General Fund, Adult Services, Salary – Temporary Employees  
To cover higher than anticipated substitute costs.
- \$137.44 From 90090121 216060, General Fund, Help Me Grow, Family Fun Time  
To 90090117 175004, General Fund, Help Me Grow, Dental Insurance  
To cover costs for the remainder of the year.
- \$12,000 From 10010117 173001, General Fund, Administration, Workman’s Compensation  
To 30030117 170043, General Fund, Children’s Services, Salary Temporary Employees  
To cover extraordinary substitute costs.
- \$7.80 From 10010117 173001, General Fund, Administration, Workman’s Compensation  
To 30030217 175003, General Fund, Children’s Services, Life Insurance  
To cover costs for the balance of the year.
- \$1,000 From 40040117 175001, General Fund, Adult Services, Medical Premiums  
To 40040521 216030, General Fund, Adult Services, Supplies Programming  
To cover supplies needed for ArtAbility.
- \$900 From 20751617 170044, Family Resource Fund, Salary – Temporary Employees  
To 20751617 171001, Family Resource Fund, PERS  
To cover costs for respite care.
- \$1.20 From 24691517 170005, Child Outcomes Support Grant, Salary – Employees  
To 24691517 175003, Child Outcomes Support Grant, Life Insurance  
To cover costs for the remainder of the year.

Approve Inter-Fund Transfers

\$1,401.20 From 10010193 930001, General Fund, Transfer Out  
To 24600491 590901, Early Childhood Special Education, IDEA FY 09, Transfer In.  
Funds needed to bring fund to a zero balance in order to close it.

Mr. Miller moved.

Mrs. Hoops seconded the motion of the Finance Committee.

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

C. Personnel Committee – Met January 16, 2009

With the promotion of a Workshop Assistant to the position of Secure Scan Coordinator, we have a vacancy. In evaluating staff client ratios, Angie Herzog has determined that we don't need to replace the Workshop Assistant and is recommending the position be abolished.

Additionally, with the hope of getting 30 additional Level I Waivers, we are moving a Service and Support Associate from the non-Waiver side to the Waiver side. The job duties are different, and therefore it needs to come before the Board.

PERSONNEL COMMITTEE RECOMMENDATION 11-09: The Personnel Committee recommended and so moved the Board abolish one Workshop Assistant position, Code AS-102, one Service and Support Associate, Code SC-304 and create one Service and Support Associate, Code 305.

Mr. Miller moved.

Mrs. Hoops seconded the motion of the Policy Committee.

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

D. Planning Committee

E. Policy Committee

POLICY COMMITTEE RECOMMENDATION 12-09: The Policy Committee recommended and so moved the following actions:

1. Adopt Policy 7.07 – Routine Travel and Expense Reimbursement
2. Accept Policy 8.1.3 – Adult Services for Second Reading
3. Accept Policy 8.3 – Behavior Support for Second Reading

Mrs. Goodin moved.

Mrs. McLaurine seconded the motion of the Policy Committee.

Mrs. McLaurine, yes  
Mr. Bowers, yes  
Mrs. Goodin, yes

Mr. Miller, yes  
Mr. Fuller, yes

Dr. Snyder, yes  
Mrs. Hoops, yes

XIII. New Business

A. Emergency Adopt RC-2

Since the Policy Committee technically had only one member, there was no committee meeting. The proposed changes are minor. Previously, there was an asterisk that said, “Unless otherwise denoted – media type defaults to physical paper records.” This has been removed. Under media type, we have put “electronic or paper” throughout the schedule. By doing this, as documents are scanned, we are able to destroy the paper. This will significantly help our storage issues. The retention schedule is an attachment to Policy 1.45 – Records Format, Retention Schedule (RC-2), and Document Destruction.

We are asking this be emergency adopted. After our Board adopts it, there is a lengthy approval process that must occur, taking many months. Until it receives final approval from all parties concerned, we cannot start destroying scanned documents. After a policy is emergency adopted by our Board, it then still goes through a three month review process with our Board.

SUPERINTENDENT'S RECOMMENDATION 13-09: Superintendent Baldrige recommended the Board emergency adopt the revised RC-2 as presented.

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

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

Mr. Miller, yes  
Mr. Fuller, yes  
Mrs. Goodin, yes

Dr. Snyder, yes  
Mrs. Hoops, yes

Mr. Bowers, yes  
Mrs. McLaurine, yes

B. Adopt Program Calendar for 2009 - 2010

SUPERINTENDENT'S RECOMMENDATION 14-09: Superintendent Baldrige recommended the Board approve the Program Calendar for 2009 – 2010 as presented.

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. Hoops, yes  
Mrs. Goodin, yes

Mr. Bowers, yes  
Mrs. McLaurine, yes

Mr. Fuller, yes  
Mr. Miller, yes

XIV. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION TO DISCUSS UNION NEGOTIATIONS

Mr. Miller moved to adjourn into Executive Session to discuss union negotiations at 6:14 p.m.

Mr. Fuller seconded the motion.

Mr. Bowers, yes  
Mrs. McLaurine, yes  
Mrs. Goodin, yes

Mr. Fuller, yes  
Mr. Miller, yes

Mrs. Hoops, yes  
Dr. Snyder, yes

RECONVENE INTO REGULAR SESSION

Mr. Bowers moved to reconvene into regular session at 7:07 p.m.

Mr. Fuller seconded the motion.

Mr. Fuller, yes  
Mr. Miller, yes  
Mrs. Goodin, yes

Mrs. Hoops, yes  
Dr. Snyder, yes

Mrs. McLaurine, yes  
Mr. Bowers, yes

XV. Adjournment

Mr. Fuller moved to adjourn the meeting at 7:08 p.m.

Dr. Snyder seconded the motion to adjourn.

Mrs. Hoops, yes  
Dr. Snyder, yes  
Mrs. Goodin, yes

Mrs. McLaurine, yes  
Mr. Bowers, yes

Mr. Miller, yes  
Mr. Fuller, yes

Regular Board Meeting  
February 23, 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