

July 25, 2011

- 59-11 Approval of the Agenda

- 60-11 Approval of the Minutes of the June 27, 2011 regular meeting
Concurrence with the payment of bills in June pages 1-32 and 34-37
Accept Personnel Report
 - Hire of Hope Cauley as (PT) Instructor – PreSchool
 - Reassignment of Sally Woolley from Instructor-PreSchool to Instructor-School Age
 - Reassignment of Heather Bassitt from Administrative Assistant Help Me Grow to (part-time 19 hours per week) Administrative Assistant Help Me Grow
 - Reassignment of Nancy Roy from Educational Aide-School Age to (part-time 13 hours per week) Educational Aide-Preschool
 - Reassignment of Melissa Kirkpatrick from Educational Aide-Preschool to (part-time 26 hours per week) Educational Aide-Preschool
 - Resignation of Michelle Wickings as a Bus Driver – 9 month
 - Lay off of LaKeena Cage as Help Me Grow Service Coordinator
 - Resignation of Amanda Bader as Speech and Language TherapistAccept Inspection Report
 - Division of State Fire Marshall

- 61-11 Concurrence with the payment of bills in June, page 33

- 62-11 Approve the following Direct Service Provider
Anthony Wayne Services, Inc.

- 63-11 Approve the following Finance Action
Supplemental Appropriation

- 64-11 Accept Personnel Report
 - Review and Modify Position Descriptions
 - Abolish Positions
 - Quality Analyst Position
 - 2 (16 hour) Bus Driver (9 month) Positions
 - 2 (16 hour) Bus Aide Positions
 - 2 Bus Driver (12 month) Positions
 - 2 Bus Driver (9 month) Positions
 - Create Position Description
 - 1 Service and Support Associate – Children
 - Renew Employment Contracts – TABLED

- 65-11 Accept Policy Actions
 - Adoption of the following handbooks
 - Early Intervention Handbook
 - Preschool Handbook
 - School Age Handbook
 - Revision of Policy 7.07 – Routine Travel and Expense Reimbursement

- 66-11 Approve the following Contracts and Agreements
 - Nathan Moore – Assist in APPLE Presentations
 - Summer Alsept – Assist in APPLE Presentations
 - Melissa Place – Assist in APPLE Presentations
 - Jay Smith – Assist in APPLE Presentations
- 67-11 Authorize Six Additional Level I Waivers – TABLED
- 68-11 Approve Fee Schedule for the Rehabilitation Services Commission
- 69-11 Approve Bus Routes for School Year
- 70-11 Recommend Placing Items and 2 Busses on GovDeals.net for Auction
- 71-11 Amend Grant to LODDI, Inc. for the Purchase of a House

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

July 25, 2011

4:45 p.m. Regular Board Meeting

Administration Building
2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Monday, July 25, 2011. Vice-President McLaurine called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. Thomas Fleming, present	Mr. Martin Garlock, present	Mrs. Gina Goodin, present
Mrs. Jessica Hall, absent	Mrs. Veronica McLaurine, present	Dr. John Snyder, excused
Mr. Gregory Miller, excused		

II. Focus

Mission The mission of the Allen County Board of Developmental Disabilities 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 Kristy McPheron a Workshop Assistant read the vision. Kristy has been employed by the Board since 2000. What Kristy likes best about her job is her co-workers and clients. If Kristy could change anything about her job, it would be to have more restrooms to meet client needs and to have more things for clients to do.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Approve Bus Routes for Next School Year	Superintendent Baldrige
Approve Auction List	Superintendent Baldrige
Change Number of Level I Waivers to Request	Finance Committee
Amend LODDI, Inc. Grant	Superintendent Baldrige
Table Contract Renewals	Personnel Committee

RESOLUTION 59-11

Mr. Garlock moved to approve the agenda.

Mrs. Goodin seconded the motion to approve the agenda.

Mr. Fleming, yes
Mrs. McLaurine, yes

Mr. Garlock, yes

Mrs. Goodin, yes

IV. Correspondence

Letter from Beth Sehlhorst with Superintendent's response.

V. Hearing of the Public

VI. Reports

- A. Staff Report – Rachael Staley, an Early Intervention Specialist for the Board, talked about the Ability League which she started in 2003. The Ability League came about through a college project that she needed to complete in order graduate. The first year, the T-Ball league had 52 kids participate. This last year, they had 103 kids participate. She talked about her dream of creating an Ability Field here in Allen County for kids with disabilities. Rachael stated that if they had their own field, they could look at creating an adult league. They do have a fundraiser each year. They have some money to go towards the field but are hoping to find an organization to help finance the project. Currently each child has to pay a \$5 fee to participate. Each child gets a shirt, a hat and a trophy. Right now, the games are held at Faurot Park and they are not charged a fee for using the field. The league is run by many volunteers including Rachael, her husband, parents and in-laws as well as parents of the participants. They also have some PTA students from Rhodes State College that help coach the teams. Mr. Garlock stated that he has seen a couple of games and the excitement on the kid's faces is priceless. He is very impressed with the Ability League.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 60-11: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the regular meeting held on June 27, 2011 of the Allen County Board of Developmental Disabilities.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of June, pages 1 – 32, and 34 – 37.
- C. Accept Personnel Report
1. New Hires
 - a. Hope Cauley was hired as a (PT) Instructor-PreSchool effective September 6, 2011 at an hourly wage of \$19.74.
 2. Transfers

IX. Superintendent's Report

A. Fiscal - June

Fund 2018, General Fund

1.	Property Tax	
a.	Personal Property Tax	169,675.57
2.	Fees for Service/Local	
a.	Transportation Fees	2,616.97
b.	Sales – Cafeteria	186.00
c.	Service – Supported Employment	6,015.00
d.	Service – Tuition	7,037.76
e.	Service – Transportation	33.20
f.	Services – Other	35,028.45
3.	State and Federal Revenue	
a.	Special Ed Units – School	69,980.17
b.	Special Ed Units – Preschool	12,412.13
c.	Transportation – DOE	2,353.37
d.	Federal School Breakfast	2,011.22
e.	Federal School Lunch	3,442.84
f.	Help Me Grow, General Revenue	46,691.50
g.	Help Me Grow, Grants – Other	100.00
h.	Title XIX	285,242.69
i.	Title XX	18,984.00
j.	EFMAP	21,758.52
k.	Other Receipts	1,050.00
4.	Other Revenue	
a.	P/R Transfer Option Life	2,134.60
b.	P/R Transfer – Hospital HRA	10,508.15
c.	P/R Transfer – Hospital HSA	20,986.66
d.	Refund	1,976.20
e.	Sundry Revenue	684.09

Fund 2075, Family Resource Services

1.	Reimbursement	79.47
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Fund 2930, Unspecified

1.	Donations	519.89
2.	Interest	
	5.62	

Fund 4018, Permanent Improvements

1.	Property Taxes	
a.	Personal Property Tax	14,754.40
2.	Sundry Revenue	1,342.44

Fund 9893, Flexible Savings Account

1. Employee Contribution 926.36

B. Administrative

1. Children's Services Report
2. Adult Services Report
 - Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services Report
Minutes of the Board meeting of LODDI, Inc. dated June 14, 2011
 - LODDI, Inc. Financial Report included for Finance Committee only
4. Human Resource Report and the HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council

ETHICS COUNCIL RECOMMENDATION 62-11: The Ethics Council recommended and so moved the Board approve the following direct service contracts as presented:

<u>Provider</u>	<u>Contract Period</u>	<u>Contract Rate</u>
Anthony Wayne Services, Inc.	1 year	\$18.00 per hour \$ 0.38 per mile

Mrs. McLaurine moved.

Mrs. Goodin seconded the motion of the Ethics Council.

Mr. Fleming, yes

Mr. Garlock, yes

Mrs. Goodin, yes

Mrs. McLaurine, yes

B. Finance Committee

Mr. Garlock reported that the Board is still expecting payment for our deferred MAC claims. We do not know how much it will be or when we will receive it. He also reported that the program that JFS uses to process Medicaid billings is being upgraded. It will be down for at least two weeks which could result in a delay of payments, especially if they run into problems. He stated that the next Finance Meeting has been moved to Friday, August 26, 2011.

FINANCE COMMITTEE'S RECOMMENDATION 63-11: The Finance Committee recommended and so moved the following actions:

1. Supplemental Appropriation

To 10010131 173001, General Fund, Administration
 \$15,663.70 due to receiving a second Worker's Comp bill this year. The fund had been depleted believing that all bills had been paid.

Mr. Garlock moved.

Mr. Fleming seconded the motion of the Finance Committee.

Mr. Fleming, yes
 Mrs. McLaurine, yes

Mr. Garlock, yes

Mrs. Goodin, yes

C. Personnel Committee – Met July 21, 2011

PERSONNEL COMMITTEE'S RECOMMENDATION 64-11: The Personnel Committee recommended and so moved the following actions:

1. Review and Modify Position Descriptions

“Other Physical Capabilities” has been removed from all position descriptions. In addition, the following changes are proposed:

Position Code	Title	Descriptor	Proposed Changes
AD-202	Administrative Assistant - Fiscal/ Technology		No Change other than global change.
AD-204	Administrative Assistant - Business		Changed percentage on accountabilities
AD-206	(PT) - Billing Clerk / Fiscal Support		No Change other than global change.
AD-208	Administrative Assistant - Superintendent		No Change other than global change.
AD-302	Information Systems Technology Coordinator		No Change other than global change.
AD-500	Human Resource Director		No Change other than global change.
AD-502	Director of Business		No Change other than global change.
AD-600	Superintendent		No Change other than global change.
AS-102	Day Services Assistant		Name change from Workshop to Day Services Assistant. Computer skills were added to the skills and abilities for the job.
AS-102a	Day Services Assistant		Name change from Workshop to Day Services Assistant. Computer skills were added to the skills and abilities for the job.
AS-102b	Day Services Assistant		Name change from Workshop to Day Services Assistant. Computer skills were added to the skills and abilities for the job..
AS-102c	Day Services Assistant		Name change from Workshop to Day Services Assistant. Computer skills were added to the skills and abilities for the job.
AS-103	Day Services Assistant/Bus Aide	Substitute	Name change from Workshop to Day Services Assistant. Medical issues were added to the job accountabilities. Computer skills were added to the skills and abilities and computer

			(simple software functions) were added to the equipment and machines for the job.
AS-104a	Day Services Assistant/Bus Aide	A.M. Route	Name change from Workshop to Day Services Assistant. Medical issues were added to the job accountabilities. Computer skills were added to the skills and abilities and computer (simple software functions) were added to the equipment and machines for the job.
AS-104b	Day Services Assistant/Bus Aide	P.M. Route	Name change from Workshop to Day Services Assistant. Medical issues were added to the job accountabilities. Computer skills were added to the skills and abilities and computer (simple software functions) were added to the equipment and machines for the job.
AS-104c	Day Services Assistant/Bus Aide	A.M. Route	Name change from Workshop to Day Services Assistant. Medical issues were added to the job accountabilities. Computer skills were added to the skills and abilities and computer (simple software functions) were added to the equipment and machines for the job.
AS-104d	Day Services Assistant/Bus Aide	P.M. Route	Name change from Workshop to Day Services Assistant. Medical issues were added to the job accountabilities. Computer skills were added to the skills and abilities and computer (simple software functions) were added to the equipment and machines for the job.
AS-104e	Day Services Assistant/Bus Aide	P.M. Route	Name change from Workshop to Day Services Assistant. Medical issues were added to the job accountabilities. Computer skills were added to the skills and abilities and computer (simple software functions) were added to the equipment and machines for the job.
AS-106	Shipping/Receiving		No Change other than global change.
AS-106b	Shipping/Receiving		Delete. Same as AS-106
AS-107	Shipping/Receiving	Substitute	No Change other than global change.
AS-108	Payroll Clerk		Percentages on job accountability list were changed and updated skills and abilities needed for the job.
AS-114	Community Based Specialist		No Change other than global change.
AS-115	Community Based Specialist	Substitute	No Change other than global change.
AS-116	Habilitation Specialist I		Production Specialists and Habilitation Specialists were combined into one position named Day Services Specialist. Job accountabilities were adapted somewhat.
AS-116a	Habilitation Specialist I		
AS-116b	Habilitation Specialist I		
AS-117	Habilitation Specialist I	Substitute	
AS-118	Day Services Specialist		
AS-118a	Day Services Specialist		
AS-118b	Day Services Specialist		
AS-119	Day Services Specialist	Substitute	
AS-120	Employment Specialist		No Change other than global change.
AS-121	Employment Specialist	Substitute	No Change other than global change.
AS-122	Employment Services Resource Coordinator		Percentage on job accountability list changed drastically.

AS-202	VRP3 Administrative Assistant		No Change other than global change.
AS-204	Secretary/Receptionist		No Change other than global change.
AS-206	Administrative Asst.-Industrial		No Change other than global change.
AS-207	Secretary/Receptionist	Substitute	No Change other than global change.
AS-302	Marketing Representative		No Change other than global change.
AS-304	Job Developer		Percentage of time spent on job accountability was changed on two items.
AS-306	VRP3 Coordinator		No Change other than global change.
AS-308	Employment Coordinator		No Change other than global change.
AS-310	Adult Services Nurse		No Change other than global change.
AS-312	Nurse	Substitute	No Change other than global change.
AS-314	Secure Scan Coordinator		No Change other than global change.
AS-402	Industrial System Assistant		No Change other than global change.
AS-409	Industrial Accountant		No Change other than global change.
AS-410	Administrative Assistant		No Change other than global change.
AS-416	Employment Services Manager		Added Employment Services Resource Coordinator to supervisory responsibilities
AS-418	Habilitation Manager		No Change other than global change.
AS-420	Industrial Systems Manager		No Change other than global change.
AS-424	Nursing Coordinator		No Change other than global change.
AS-500	Adult Services Director		No Change other than global change.
CS-103	Cafeteria Worker	Substitute	No Change other than global change.
CS-104	Cafeteria Worker		No Change other than global change.
CS-105	Educational/Bus Aide - (12 mo.)	A.M. Route	Eliminate School Age Designation. Various changes were made in the job description to consolidate preschool and school age.
CS-107	Educational Aide - School Age		Eliminate to consolidate Ed. Aide positions
CS-108a	Educational Aide		Eliminate Preschool Designation. Various changes were made in the job description to consolidate preschool and school age.
CS-108b	Educational Aide	26 hrs./wk.	Eliminate Preschool Designation. Various changes were made in the job description to consolidate preschool and school age.
CS-108c	Educational Aide	13 hrs./wk.	Eliminate Preschool Designation. Various changes were made in the job description to consolidate preschool and school age.
CS-108d	Educational Aide		Same as CS-108a except different supervisor
CS-111a	Educational/Bus Aide - School Age	A.M. Route	Eliminate to consolidate Ed. Aide positions
CS-110a	Educational/Bus Aide	A.M. Route	Eliminate Preschool Designation. Various changes were made in the job description to consolidate preschool and school age.
CS-110b	Educational/Bus Aide	P.M. Route	Eliminate Preschool Designation. Various changes were made in the job description to consolidate preschool and school age.
CS-110c	Educational/Bus Aide	A.M. Route	Same as CS-110a except different supervisor
CS-110d	Educational/Bus Aide	P.M. Route	Same as CS-110b except different supervisor
CS-111b	Educational/Bus Aide - School Age	P.M. Route	Eliminate to consolidate Ed. Aide positions
CS-114	Educational Aide/Bus Aide	Substitute	Various changes were made in the job description to consolidate preschool and school age.

CS-116	Educational Aide (Summer Program)		No Change other than global change.
CS-204	Secretary		No Change other than global change.
CS-206	Secretary/Receptionist		No Change other than global change.
CS-301	Early Intervention Specialist	Substitute	No Change other than global change.
CS-302	Early Intervention Specialist		No Change other than global change.
CS-303	Instructor-Music		No Change other than global change.
CS-304	Instructor-Pre School		No Change other than global change.
CS-305	Instructor-Adaptive Physical Education		No Change other than global change.
CS-306	Instructor-School Age		No Change other than global change.
CS-307	Instructor-School Age (Summer Program)		No Change other than global change.
CS-308	Speech/Language Therapist		No Change other than global change.
CS-309	Speech/Language Therapist - EI		No Change other than global change.
CS-310	Instructor	Substitute	No Change other than global change.
CS-311	Instructor-Pre School (Part-Time)	19 hrs./wk.	No Change other than global change.
CS-312	School Nurse		No Change other than global change.
CS-314	Student Services Coordinator		No Change other than global change.
CS-315	Student Services Coordinator	Substitute	No Change other than global change.
CS-402	Cook		No Change other than global change.
CS-404	Administrative Assistant		No Change other than global change.
CS-408	Assistant Principal		No Change other than global change.
CS-500	Director of Education		No Change other than global change.
HG-106	HMG-Family Support Specialist		Added a job accountability to provide child find services within the two local hospitals to identify eligible children and families.
HG-203	HMG-Administrative Assistant (Part-Time)		No Change other than global change.
HG-301	HMG-Child Find Service Coordinator		No Change other than global change.
HG-302	HMG-Service Coordinator		No Change other than global change.
HG-304	HMG-Service Coordinator Associate		Added a job accountability to provide child find services within the two local hospitals to identify eligible children and families.
HG-500	Help Me Grow Project Dir		No Change other than global change.
MT-102a	Custodial Worker		No Change other than global change.
MT-102b	Custodial Worker		No Change other than global change.
MT-102b	Custodial Worker		No Change other than global change.
MT-105	Custodial Worker	Substitute	No Change other than global change.
MT-402	Maintenance Foreman		No Change other than global change.
SC-202	Secretary		No Change other than global change.
SC-204	Secretary		No Change other than global change.
SC-206	Administrative Assistant		Increased flexible work hours.
SC-302	Intake/Support Services Coordinator		Increased flexible work hours.
SC-305	Service and Support Associate		Increased flexible work hours.

SC-306	Behavior Support Specialist		Increased flexible work hours.
SC-308	Medicaid Services Specialist		Increased flexible work hours.
SC-310	Investigative Agent		Increased flexible work hours.
SC-312	Quality Assurance Specialist/Service and Support Associate		Increased flexible work hours.
SC-402	Service and Support Associate Supervisor		Increased flexible work hours.
SC-406	Service and Support Associate Manager		Increased flexible work hours.
SC-500	Director of Community Support Services		Increased flexible work hours. Removed all reference to administrative responsibilities for LODDI, Inc.
TR-101	Bus Aide (PT)		Added medical and behavioral support duties
TR-102	Bus Aide		Added medical and behavioral support duties
TR-103	Bus Aide	Substitute	Added medical and behavioral support duties
TR-104	Driver - Non CDL		No Change other than global change.
TR-105	Driver - Non CDL	Substitute	No Change other than global change.
TR-106	Bus Driver		No Change other than global change.
TR-107	Bus Driver	Substitute	No Change other than global change.
TR-108	Bus Driver-12 mo.		No Change other than global change.
TR-110	Vehicle Maintenance		No Change other than global change.
TR-111	Vehicle Maintenance	Substitute	No Change other than global change.
TR-112	Bus Driver/Community Placement Driver		No Change other than global change.
TR-114	(PT) Bus Driver - 9 mo.		No Change other than global change.
TR-204	Administrative Assistant		Added on call duties
TR-410	Transportation Director		Reduced frequency of being on call

2. Abolish Positions

- a. Abolish Quality Analyst Position (AS-316) effective August 10 due to lack of work.
- b. Abolish 2 (16 hour) Bus Driver (9 month) Positions (TR-114) due to lack of work.
- c. Abolish 2 (16 hour) Bus Aide Positions (TR-101) due to lack of work.
- d. Abolish 2 Bus Driver (12 month) Positions (TR-108) due to lack of work.
- e. Abolish 2 Bus Driver (9 month) Positions (TR-106) due to lack of work.

3. Create Position Description

- a. Create One Service and Support Associate – Children CS-307

4. Renew Employment Contracts - TABLE

The following contracts will be renewed effective August 1, 2011 for the period of time so designated with no increase in annual salary:

Last Name	First Name	Position	Contract Length
Blass	Barbara	Assistant Principal	1 Year
Burklo	Matt	Habilitation Manager	1 Year
Burnett	Katherine	Nursing Coordinator	1 Year
Cockerell	Peggy	Director of Education	2 Years
Coil	Amanda	HMG Project Director	1 Year
Conley	Melodie	Employment Services Manager	1 Year
Delong	Tammy	Cook	1 Year
Ernest	Bethany	SSA Supervisor	1 Year
Evans	Shirley	MUI Investigator	1 Year
Fitzgerald	Michael	Maintenance Foreman	1 Year
Herzog	Angela	Adult Services Director	1 Year
Howell	Susan	Transportation Director	1 Year
Miller	Annette	Administrative Assistant	1 Year
Morris	Colleen	SSA Supervisor	1 Year
Nance	Martha	Director of Business	2 Years
Powell	Dennis	Industrial Systems Manager	1 Year
Ribley	Neil	Industrial Systems Assistant	1 Year
Schnipke	Theresa	SSA Manager	1 Year
Snyder	Michelle	MUI Investigator	1 Year
Stahl	Jeannie	Dir. of Community Support Services	2 Years
Steiger	Mike	Human Resource Director	2 Years
Werling	Rebecca	Administrator Assistant	1 Year
Wilker	Andrew	Industrial Accountant	1 Year

Mrs. Goodin moved.

Mr. Fleming seconded the motion of the Personnel Committee.

Mr. Fleming, yes

Mr. Garlock, yes

Mrs. Goodin, yes

Mrs. McLaurine, yes

- D. Planning Committee
- E. Policy Committee – July 25, 2011
 - 1. Adoption of the following handbooks:
 - a. Early Intervention Handbook
 - b. Preschool Handbook
 - c. School Age Handbook
 - 2. Revision of Policy 7.07 – Routine Travel and Expense Reimbursement

It is time to update the handbooks for the school program. The changes proposed are as follows:

Early Intervention Handbook

- Updated the pictures
- Changed Kim's name from Konst to Osborn

Preschool Handbook

- Updated the cafeteria prices
- Updated the pictures
- Changed Kim's name from Konst to Osborn
- Removed mid-day pick-up and drop-off information

School Age Handbook

- Updated the cafeteria prices
- Updated the pictures
- Changed Kim's name from Konst to Osborn

The IRS mileage is now at \$0.555 per mile. We want to reduce further the possibility of having to pay staff this mileage for using their personal cars. We are proposing changing the requirement to use an agency car from those times a person travels more than 25 miles in a day to a requirement to always use an agency car if it's available with a few exceptions noted.

POLICY COMMITTEE'S RECOMMENDATION 65-11: The Policy Committee recommended and so moved the following actions:

1. Adoption of the following handbooks:
 - a. Early Intervention Handbook
 - b. Preschool Handbook
 - c. School Age Handbook
2. Revision of Policy 7.07 – Routine Travel and Expense Reimbursement

Mrs. Goodin moved.

Mr. Garlock seconded the motion of the Finance Committee.

Mr. Garlock, yes
Mrs. McLaurine, yes

Mrs. Goodin, yes

Mr. Fleming, yes

XII. New Business

- A. Approve Contracts and Agreements

SUPERINTENDENT'S RECOMMENDATION 66-11: Superintendent Baldrige recommended the Board approve the following contracts and agreements:

Type: Agreement for Services
 Party: Nathan Moore
 Purpose: Assist in APPLE presentations
 Term: August 1, 2011 through December 21, 2011
 Cost: \$15 per hour up to \$300

SUPERINTENDENT'S RECOMMENDATION 68-11: Superintendent Baldrige recommended the Board approve the following fee schedule for services provided to the Rehabilitation Services Commission:

COMMUNITY BASED ASSESSMENT (CBA) (SERVICE CODE: 11 - 107)

Community Based Assessment (CBA) is an assessment of Consumer’s unique strengths, resources, priorities, concerns, abilities and capabilities or is intended to determine if a Consumer is capable of performing the essential functions of a specific job. The assessment must take place at competitive job in an integrated setting in the community. Integrated setting is defined as a setting in which Consumers interact with non-disabled individuals other than service providers. The Job Coach, JC, will be on-site and with the Consumer during the assessment to provide instruction, evaluate Consumer’s interaction with peers, work behaviors, work tolerance, skills, and abilities. The written report should include a summary of the assessment results including skills learned and goals achieved, brief job task analysis, discussion of Consumer strengths and potential barriers, suggested accommodations and training methods, and provide recommendations for further case development.

Fee Title	Fee Type	Duration (# Hours)	Fee
Site Development – Coordination	Hourly	-	\$55.00
Community Based Assessment	Hourly	-	\$60.00
Community Based Assessment	Weekly	20 Hours	\$1,100.00

VOCATIONAL ASSESSMENT (VE) (SERVICE CODE: 11 – 123)

Vocational evaluations may be comprised of various evaluation methods, such as vocational batteries, hands on assessments, simulated work samples, labor market analysis, and interviews to determine the optimal employment goal for a Consumer. CRP shall determine the testing instruments to be used based on the Consumer and VR staff questions. The result of the evaluation will be a written report which will include at a minimum: identification of a realistic and viable employment goal, or goals, identification of Consumer strengths and barriers, recommendations to overcome barriers, an analysis of the local labor market, and justification why the vocational goal is appropriate. CRP will provide the Consumer feedback in a concise and understandable format upon completion of the assessment.

Fee Title	Fee Type	Duration (# Hours)	Fee
Work Assessment	Flat Fee	11-20 Hours	\$600.00

CAREER EXPLORATION (CE) (SERVICE CODE: 11 – 112)

Career Exploration includes services such as job shadowing, informational interviews, and reviews of local labor market information to help Consumers explore the potential for identified employment goals. The goal of the service is to assist the Consumer and VR staff to narrow several possible employment options to one which will be listed on the Individualized Plan for Employment, IPE. VR staff will provide the CRP with a list of specific vocational goals that the Consumer and VR staff would like to be explored. CRP will help the Consumer review the information obtained and make an informed choice on an employment goal. The written report will include a review of Employers contacted, information obtained from Employers, summary of the positive and negatives aspects of each potential employment goal, and final recommendation.

Fee Title	Fee Type	Duration (# Hours)	Fee
Site Development	Hourly	-	\$55.00
Career Exploration	Hourly	-	\$52.00

Career Exploration Package (Includes Informational Interviewing)	Flat Fee	6-8 Hours	\$350.00
Career Exploration Package (Includes Job Shadowing & Informational Interviews)	Flat Fee	20-25 Hours	\$800.00

PERSONAL ADJUSTMENT (PA) (SERVICE CODE: 36 – 199)

Personal Adjustment is a training program to help Consumers identify and improve various concerns that may pose a barrier to employment, such as: work behaviors, attitudes, work ethic, inter-personal skills, grooming and hygiene, appropriate work attire, etc. Personal adjustment can be provided through a standardized curriculum or customized training plan. CRP will provide VR staff with a training plan with estimated timeframes for completion within ten days of the start of the program. The written report should document progress and make recommendations for additional programming.

Fee Title	Fee Type	Duration (# Hours)	Fee
Personal Adjustment	Hourly	-	\$50.00

TRAVEL TRAINING (TT) (SERVICE CODE: 50-209)

Travel Training consists of assessing a Consumer’s ability to travel independently and teaching Consumers to utilize public transportation. CRP will work with Consumer to teach them the following tasks: how to read and understand the public transportation schedule; know who to contact and how to schedule a ride; to map out their routes to and from the job site, and to understand the rules and policies that govern the public transportation system. Training may also include helping the Consumer fill out the application and any required documentation. The written report will include a summary of tasks worked on during the reporting period and a needs assessment for additional training.

Fee Title	Fee Type	Duration (# Hours)	Fee
Travel Training	Hourly	-	\$50.00

WORK ADJUSTMENT (WA) (SERVICE CODE: 36-201)

Work Adjustment is a training program in either a community or facility based setting to assist the Consumer in acquiring or improving work skills, work behaviors, work tolerance, inter-personal skills, and work ethics. Staff will be present as needed, to provide instruction, evaluate changes in behaviors, abilities, and attitudes. VR staff will receive a brief job task analysis and training plan within 10 days of the start of the service. The

written report will include discussion of Consumer’s strengths and potential barriers, document progress towards achieving goals, adaptations and accommodations to job tasks and the work environment, and specific recommendations for future programming. Service should last at a minimum of 2 weeks.

Fee Title	Fee Type	Duration (# Hours)	Fee
Site Development - Coordination	Hourly	-	\$55.00
Work Adjustment	Per Week	20 Hours	\$600.00

SUMMER YOUTH (SY) (SERVICE CODE: 36-300)

Summer Youth Programs are intended to promote a student’s transition from school to post-secondary education, vocational training, or integrated employment. Services should include an evaluation of the Consumers vocational needs, instruction on vocational topics such as interviewing skills, work behaviors; basic job readiness skills, and independent living skills; as well as integrated community based work

experiences. Staff will work with students to learn job tasks and implement skills learned through instruction. VR staff should receive weekly updates on students' progress and the final written report should compare the student's initial performance to that at end of the program.

Fee Title	Fee Type	Duration (# Hours)	Fee
Summer Youth Program	Weekly	20 Hours	\$500.00

TRANSITIONAL WORK (TW) (SERVICE CODE: 36-200)

Transitional Work is integrated competitive community based work experiences that are geared towards helping Consumers develop an understanding of work behaviors, improve work tolerance, developing a work history, and leading to permanent competitive employment. CRP will work with local Employers to develop a list of employment sites that Consumers can work at as they develop vocational skills, attitudes, and behaviors. Staff will be on-site with Consumers to help them learn job tasks, develop natural supports, and provide encouragement and support. Consumers will have an opportunity to try multiple types of employment opportunities based upon their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice. Staff will also provide instruction on vocational areas as identified in the referral as part of the work experiences. Service will include a monthly staffing with CRP, Consumer, VR staff to discuss progress and establish new goals for the upcoming month.

Fee Title	Fee Type	Duration (# Hours)	Fee
Transitional Work - Intake & Assessment	Flat Fee	1-2 Months	\$500.00
Transitional Work - Internship	Flat Fee (Per Internship)	10 Weeks	\$800.00
Transitional Work - Job Development	Flat Fee	8 Months	\$1,020.00
Transitional Work - Retention	Flat Fee	90 Days	\$680.00

JOB COACHING (JC) (SERVICE CODE: 43-100)

Job Coaching consists of one-on-one instruction to help Consumers learn job task and to adjust to the work environment. VR staff will receive a copy of the job task analysis and coaching plan, including a plan to fade, within 10 days of the start of service. JC will work with Consumer to learn job tasks, develop natural peer and environmental supports, assist Consumer in adjusting to the work site, increase work tolerances, provide encouragement and support, serve as a liaison between the Employer and Consumer, and assist the Consumer in requesting reasonable accommodations when necessary. Coaching may occur on or off site. The written reports will include areas that the Consumer has mastered and areas that still need additional training/supports with an estimated timeframe.

For cases in which VR Staff have identified the Consumer as a Ticket holder on the referral to facility the CRP is required to submit, as part of the monthly report, the actual number of hours worked per week by the Consumer. VR needs this information to claim funding from the Ticket Program. This is not expected to be a significant number of cases, perhaps 10 - 25 per year for larger vendors.

Fee Title	Fee Type	Duration (# Hours)	Fee
Job Coaching	Hourly	-	\$55.00

RETENTION (R) (SERVICE CODE: 43-200)

Retention includes periodic contacts between the CRP staff, Consumer, and Employer after the JC has exited to ensure that the job match remains successful. Frequency of contacts should decrease as time progresses, example, service may initially be weekly and then fade into bi-weekly contacts. Contact with Consumer may occur on or off the job site based upon the Consumer and VR Staffs' request. Vendor will notify VR staff of potential concerns or issues within two business days. The written reports should include

dates of contact with Consumer and Employer and review of the placement's status.

For cases in which VR Staff have identified the Consumer as a Ticket holder on the referral to facility the CRP is required to submit, as part of the monthly report, the actual number of hours worked per week by the Consumer. VR needs this information to claim funding from the Ticket Program. This is not expected to be a significant number of cases, perhaps 10 - 25 per year for larger vendors.

Fee Title	Fee Type	Duration (# Hours)	Fee
Retention	Hourly	-	\$55.00
Job Save	Hourly	-	\$55.00

JOB SEEKING SKILLS TRAINING (JSST) (SERVICE CODE: 41-100)

Job Seeking Skills Training involves preparing a Consumer to apply, interview, and secure a job. Service may be individualized or follow a standardized curriculum. JD will work with Consumer to develop resumes and cover letters, teach Consumer interviewing skills, assist Consumer in developing strategies to discuss potentially challenging issues such as legal history, need for accommodations, etc., conduct mock interviews and feedback, assist Consumer in developing a “cold call” script, assist Consumer in filling out an application template, and provide recommendations on dress, grooming, and inter-personal skills. Initial report will include an assessment of Consumer’s overall all job search knowledge. The written report should include samples of activities, i.e. script, templates, etc., as well as provide updates on progress and recommendations

Fee Title	Fee Type	Duration (# Hours)	Fee
Job Seeking Skills Training	Hourly	8-10 Hours	\$50.00

JOB CLUB (JOC) (SERVICE CODE: 41-200)

Job Clubs are peer support networks that meet periodically to provide support for each members job search. CRP staff will provide encouragement, feedback, and education on various job search techniques, interview skills, making contacts with Employers, how to follow up with Employers, etc. CRP and Consumers will share job leads that they have identified in the community with others to support each other’s job search. VR staff will receive a written report which will identify the educational topics, summary of discussion, and job leads that are shared during the meetings.

Fee Title	Fee Type	Duration (# Hours)	Fee
Job Club	Hourly	Weekly meetings until placement	\$55.00

JOB DEVELOPMENT (SERVICE CODE: 42-100)

Job Development includes making contacts with Employers and identifying potential job leads to help Consumers find a job. The first months report should include a placement plan consistent with the job goal identified on the I.P.E. The placement plan will outline the job search methods to be used and each party’s responsibilities. JD and Consumer will have weekly contact during the service to share job leads and provide updates. JSST activities such as resume development and interview skills may be incorporated into the service or purchased separately. Specific tasks may include, but are not limited to: assisting in completing applications, sending resumes and cover letters, accompanying Consumer or providing transportation to interviews, reinforcement of interviewing skills, follow up with Employers, educating Employers on hiring incentives, and negotiating hiring. VR staff will provide JD with a copy of the Comprehensive Assessment, CA, with the referral form. The written report will include: placement plan and resume during the first month, dates of contacts between JD and Consumer, names of Employers contacted and results of contact, and a review of the placement plan every 60 days. Within ten days of placement VR

staff will receive in writing: job description, job task analysis (if job coaching is authorized), Employer's name, address and telephone #, Supervisor's name, hours worked, wages, insurance, and other benefits.

Fee Title	Fee Type	Duration (# Hours)	Fee
Job Development	Hourly	-	\$55.00

CUSTOMIZED EMPLOYMENT (SERVICE CODES: DISCOVERY: 11-555 - DEVELOPMENT: 42:555 – COACHING/RETENTION: 43-555)

Discovery is an individualized process in which the Job Developer evaluates an individual's interests, abilities, and aptitudes by interacting with them in various settings, including the home and community. The goal of Discovery is not to identify a specific employment goal but vocational themes and characteristics that can be used to identify conditions of employment. Discovery activities may include, but are not limited to: community observations in places where the individual enjoys spending their time; participating in activities that the individual enjoys; discussion of hobbies, collections, and interests; and interviews with people central to the individual's life, i.e. friends, family, teachers, and service providers. Job Developer will work with the individual's Community Action Team (CAT) to coordinate opportunities for the individual to participate in activities related to their interests to identify three vocational themes. Job Developer and CAT will coordinate job shadowing experiences, informational interviews, and short work experiences to allow the individual to identify a primary theme. The monthly report should include an update to the Discovery Staging Record.

Customized Employment Development consists of creating a list of places where people with similar interest profiles work for each of the themes. The Job Developer will work with the individual and the CAT to develop marketing materials, i.e. resume, portfolios, video resumes, etc. and follow up with potential Employers listed under the themes. VR Staff will receive a monthly report which includes a summary of Employers contacted under each of the themes, outcomes of contacts, and a plan for contacts in the upcoming month.

(NOTE: Staff providing service must possess the ACRE Certification sponsored by RSC to provide the service.)

Name	Fee Type	Duration	Fee
Discovery (11-555)	Hourly		\$55.00
Job Development (42-555)	Hourly		\$55.00
Customized Employment Job Coaching/Retention (43-555)	Hourly		\$55.00

SUPPORTIVE VOCATIONAL SERVICES (SVS) (FEE CODE DEPENDS ON THE TYPE OF SERVICE.)

Service includes tasks that do not fit into one of the above referenced service categories and is requested by the VR staff to remove a potential vocational barrier. Services may include such tasks as: assisting the Consumer obtaining employment verification documents i.e. birth certificate, Social Security card, etc.; assistance in purchasing appropriate work clothing; assistance in purchasing gas cards and/or transportation vouchers; assistance arranging childcare and housing; assistance getting medication; and assisting Consumer access other community resources. Consumer must be present with the JD/JC for service to be billable. CRP will provide VR staff with a written report with dates of contacts and summary of service outcomes.

Fee Title	Fee Type	Duration (# Hours)	Fee
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Supportive Vocational Services	Hourly (+ Cost of items)		\$55.00
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BENEFITS ANALYSIS (BA) (11-109)

Benefits Specialist will work with the Consumer to help them understand the advantages to returning to work and how it will impact their benefits. Report will include a Social Security Benefits Planning Query (BPQY) and non-certified yearly earnings, will address specific work incentives available to the individual i.e. trial work period remaining, IRWE, BWE, Medicaid Buy-In, PASS plan, etc., and how to implement them. Service may not be used to help Consumer apply for or obtain Social Security benefits, but may be used to assist Consumers who are currently on benefits and experiencing difficulties that may pose a vocational barrier i.e. helping Consumer understand and complete forms to report their income to Social Security.

Fee Title	Fee Type	Duration (# Hours)	Fee
Benefit Analysis	Hourly		\$58.00

TRANSPORTATION (T) (50-201)

CRP may assist Consumer with transportation to and from work and to other vocationally related appointments as determined by the VR staff. Service may only be billed while the Consumer is present in the vehicle. Note: Transportation may not be billed at the same time that another service is being billed if the service is being provided by the same person, i.e. if JD is taking the Consumer to an interview only Job Development or Transportation may be billed for the JDs time.

Fee Title	Fee Type	Duration (# Hours)	Fee
Transportation	Per Mile	-	\$2.30

INTERPRETING – SPANISH

Spanish Translating—Services are provided to individuals who require a Spanish translator to assist with communication in order to be successful in employment. This may include interviews, meetings, orientation, training, re-training and any other activities that are needed for success.

Fee Title	Fee Type	Fee
Interpreting - Spanish	Per Hour	\$50.00

INTERPRETING – SIGN LANGUAGE

Services are provided to individuals who require a Sign Language Interpreter to assist with communication in order to be successful in employment. This may include interviews, meetings, orientation, training, re-training and any other activities that are needed for success.

Fee Title	Fee Type	Fee
Interpreting – Sign Language	Per Hour	\$50.00

TUTORING

Individualized tutoring is offered to assist individuals with passing various classes or licensure exams. This may include, but is not limited to note-taking assistance, reading of tests, handouts, etc., and assistance with studying.

Fee Title	Fee Type	Fee
Tutoring	Per Hour	\$55.00

FIRST IMPRESSIONS 101

It is critical that a job seeker leaves a good impression with the Employer. Choosing clothing and having good grooming will provide the job seeker with a competitive edge and a positive first impression. This service includes meeting with the job seeker, assessing, advising and purchasing up to \$150.00 in clothing, services or supplies for the job seeker.

Fee Title	Fee Type	Fee
First Impressions 101	Flat Fee	\$330.00

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

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

Mr. Fleming, yes

Mr. Garlock, yes

Mrs. Goodin, yes

Mrs. McLaurine, yes

D. Approve Bus Routes for School Year

It is now a requirement that the Board approve bus routes annually. Bus routes change on a daily basis as needs change. Therefore, this approval is an approval of a snapshot in time.

SUPERINTENDENT'S RECOMMENDATION 69-11: Superintendent Baldrige recommended the Board approve the following bus routes:

ROUTE	STOPS	SEATED	W/C	SCHOOL AGE	ADULT
ACBDD routes					
Southeast Lima	22	27	2	15	14
Mid Lima	15	25	2	4	23
MAB	2	29	13	1	28
North Lima	18	21	0	9	12
Elida	13	14	2	5	11
South Lima	10	21	3	14	10
West Lima	17	20	3	10	13
ROUTE STOPS SEATED W/C SCHOOL ADULT					
RTA - contracted					
Bluffton	12	10	3	5	8
Brower	21	24	2	5	21
Delphos	12	13	1	8	6
Harrod	16	17	3	4	16
Shawnee	14	15	2	4	13
Spencerville	9	9	2	2	9
for 2011-2012 as of covering 13 routes	7/13/2011				

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

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

Mr. Fleming, yes
Mrs. McLaurine, yes

Mr. Garlock, yes

Mrs. Goodin, yes

E. Recommend Placing Vehicles on GovDeals.net for Auction

Several of us went to the storage facility on Thursday to sort through items that remain in storage. As a result of our work, we have an additional list of items that we believe no longer need to be stored.

SUPERINTENDENT'S RECOMMENDATION 70-11: Superintendent Baldrige recommended the Board recommend the Allen County Commissioners declare the items on the attached 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, authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

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

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

Mr. Fleming, yes
Mrs. McLaurine, yes

Mr. Garlock, yes

Mrs. Goodin, yes

F. Amend Grant to LODDI, Inc. for the Purchase of a House

At the May 23 Board meeting, Superintendent Baldrige was far too specific regarding the grant to LODDI for the purchase of a house. In the resolution Superintendent Baldrige specified the exact house that was to be purchased. That option fell through. LODDI, has now identified another house located in the Sherwood subdivision that has four bedrooms. It is a very nice house and the ladies who would live there have approved it. While the contract isn't signed yet, the owner has accepted the offer at \$110,000.

SUPERINTENDENT'S RECOMMENDATION 71-11: Superintendent Baldrige recommended the Board grant LODDI, Inc. up to \$94,010 for the purpose of purchasing a house pursuant to the Master Contract for Housing Acquisition, Development and Management Services. The funds to support this grant will be provided by the Ohio Department of Developmental Disabilities. The Board shall retain legal interest in the property that is purchased as specified in the Master Contract.

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

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

Mr. Garlock, yes
Mrs. McLaurine, yes

Mrs. Goodin, yes

Mr. Fleming, yes

XIII. Board Discussion

Gina Goodin asked for an update for the Strategic Planning timeline. Superintendent Baldrige stated that People First and the Aktion Club will be meeting on August 11th. After she receives their input then the committee regarding vision and mission can meet. Superintendent Baldrige will give an update at the September Board meeting. Superintendent Baldrige stated that two items that did not make the top four areas of importance in strategic planning that the Board does need to address is bathrooms/space issues and IT. She stated that we did have an architectural firm in on July 5th to assess our buildings and we are waiting to hear from them. Superintendent Baldrige said that we are falling behind in the area of Information Technology (IT). Falling behind in this area could be costly to the Board.

Gina Goodin stated that the Board needs to be researching what parents are looking at in the future with supported living. She would like a core group of Board Members to look at some options. Gina did visit a place in Middletown called Safe Haven Farms. This home is run by Dennis Rodgers. It is a home exclusively for adults with autism.

XIV. Other Items to Come Before the Board

XV. Adjournment

Mr. Garlock moved to adjourn the meeting at 5:59 p.m.

Mrs. Goodin seconded the motion to adjourn.

Mrs. Goodin, yes

Mr. Fleming, yes

Mr. Garlock, yes

Mrs. McLaurine, yes

Regular Board Meeting
September 26, 2011
Allen County Board of Developmental Disabilities
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Dr. John Snyder, Recording Secretary