

March 30, 2009

26-09 Approval of the Agenda

27-09 Approval of the Minutes of the February 23, 2008 Regular Board Meeting  
Concurrence with the payment of bills in February, pages 1-27 and 29-34  
Accept Personnel Report:  
Resignation of Andy Diller

28-09 Concurrence with the payment of bills in February, page 28

29-09 Approve Direct Service Providers

30-09 Approve the following Finance Actions:  
Intra Fund Transfers

31-09 Policy Actions  
Accept Policy 7.06 – Travel for Second Reading  
Accept RC-2 for Second Reading  
Emergency Adopt Policy 5.2.20 – On-Call Pay

32-09 Enter into Contract with Lima Memorial Hospital

33-09 Terminate Contract with Medlab Ohio, Inc.

34-09 Enter into Agreement for Services for A.P.P.L.E. Presentations

35-09 Approve Substitute Student Services Coordinator Position

36-09 Accept the following Inspection Reports:  
Ohio Bureau of Workers' Compensation  
Allen County Department of Health

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

**MINUTES**  
**March 30, 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, March 30, 2009. President Goodin called the meeting to order at 4:45 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, excused	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 Robin Raming presented the vision statement for the Board via a slide show.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 26-09:

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
Dr. Snyder, yes	Mr. Bowers, yes	Mrs. Goodin, yes

IV. Correspondence

Thank you from Kathy Byrn, Shawnee Optimist Club

V. Hearing of the Public

VI. Reports

- A. Staff Report – Melodie Conley and Peggy Cockerell discussed transition to work efforts and the collaboration with other local agencies on successful transition to work programs.
- B. Best Practice – Angie Herzog presented about transition to work best practices.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 27-09: 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 February 23, 2009.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD pages 1 – 27, and 29 – 34.
- C. Accept the Personnel Report
  - 1. Resignations
    - a. Andy Diller has resigned from his position as Student Services Coordinator effective March 20, 2009.

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

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

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

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 28-09: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 28.

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

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

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

IX. Superintendent's Report

- A. Fiscal

Fund 2018, General Fund

- 1. Fees for Service/Local

a.	Services – Tuition	2,378.12
b.	Transportation Fees	3,643.47
c.	Sales - Cafeteria	3,546.05
d.	Services – Transportation	232.00
e.	Service – Supported Employment	2,149.55
2.	State and Federal Revenue	
a.	Special Ed Units – School	135,866.51
b.	Special Ed Units – Preschool	15,929.34
c.	Transportation – DOE	14,341.77
d.	Federal School Breakfast Program	1,083.95
e.	Federal School Lunch Program	2,125.90
f.	HMG – GRF	3,208.40
g.	HMG – TANF	89,489.26
h.	HMG – Part C	15,418.80
i.	Title XIX – Medical	418,101.18
3.	Other Revenue	
a.	P/R Transfer Option Life	1,689.28
b.	P/R Transfer – Hospital	28,551.90
c.	Refunds (HMG loss reimbursement)	31,965.44
d.	Sundry Revenue	57.71
e.	Other Receipts	715.00

Fund 2075, Family Resource Services

1.	Reimbursement	2,954.29
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Fund 2077, Residential Services

1.	Other Receipts	2,563.36
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Fund 2460, Early Childhood Special Education IDEA

1.	Grant	6,532.00
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Fund 2930, Unspecified

1.	Donations	30.00
2.	Interest	291.54

Fund 4018, Permanent Improvement

1.	Sundry Revenue	1,506.26
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Fund 9893, Flexible Savings Account

1.	Employee Contribution	2,306.30
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B. Administrative

1. Children's Services Report
2. Adult Services Report
  - Marimor Industries Financial Report included for only the Finance Committee
3. Community Support Services
4. Human Resource Report and the HR Newsletter

X. Old Business

XI. Board Discussion

- Board Training Options – Superintendent Baldrige will e-mail the Board Members regarding the date for the four hour Board Training.

XII. Committee Reports

A. Ethics Council

1. Approve Direct Service Contracts

ETHICS COUNCIL RECOMMENDATIONS 29-09: 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>
IHS	One Year	\$18.00 per hour \$ 0.38 per mile
Anthony Wayne Services, Inc.	One Year	\$18.00 per hour \$ 0.38 per mile
Lutheran Social Services, Inc.	One Year	\$25.00/month/client

Mr. Fuller moved.

Dr. Snyder seconded the motion of the Ethics Committee.

Mrs. McLaurine, yes  
Mr. Fuller, yes

Dr. Snyder, yes  
Mrs. Hoops, yes

Mr. Bowers, abstain  
Mrs. Goodin, yes

B. Finance Committee – Met March 27, 2009

FINANCE COMMITTEE'S RECOMMENDATIONS 30-09: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

From 90090117 170005, Help Me Grow, Salary-Employees  
To 90090121 211001, Help Me Grow, Supplies, Postage  
\$1,500 to cover cost of postage

From 90090117 170005, Help Me Grow, Salary-Employees  
To 90090141 410450, Help Me Grow, Equipment < \$500  
\$4,700 to purchase needed equipment

From 90090117 170005, Help Me Grow, Salary-Employees  
To 90090141 410400, Help Me Grow, Equipment > \$500  
\$3,000 to purchase needed equipment

From 40184131 330617, Permanent Improvements, Repairs Sundry Building  
To 40184131 340599, Permanent Improvements, Services Sundry  
\$10,000 to correct a budgeting error

Mr. Bowers moved.

Mr. Fuller seconded the motion of the Finance Committee.

Dr. Snyder, yes  
Mrs. Hoops, yes

Mr. Bowers, yes  
Mrs. McLaurine, yes

Mr. Fuller, yes  
Mrs. Goodin, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee – Met March 30, 2009

No comments have been received regarding the Travel Policy or the RC-2. Therefore, they are moving forward to the second reading.

As a part of our cost containment measures, administration is proposing to eliminate the Back Up phone for the Community Support Services Department. This will result in a cost savings of \$4,512.30 per year. This results in minor changes in the On-Call Pay policy. It is further recommended this change be emergency adopted in order to capture the maximum savings.

POLICY COMMITTEE RECOMMENDATION 31-09: The Policy Committee recommended and so moved the following actions:

1. Accept Policy 7.06 – Travel for Second Reading
2. Accept RC-2 for Second Reading
3. Emergency Adopt Policy 5.2.20 – On-Call Pay

Mrs. Hoops moved.

Dr. Snyder seconded the motion of the Policy Committee.

Dr. Snyder, yes  
Mrs. Hoops, yes

Mr. Bowers, yes  
Mrs. McLaurine, yes

Mr. Fuller, yes  
Mrs. Goodin, yes

XIII. New Business

A. Enter into Contract with Lima Memorial Hospital

We have been negotiating an agreement with Lima Memorial Hospital for Medical Director and Occupational Health Services. This was prompted by Dennis Pierson informing us that he wants to terminate his contract with us. LMH was significantly less expensive than Dennis Pierson or St. Rita's Medical Center.

The cost comparisons are as follows:

	<u>Pierson/Med Lab</u>	<u>St. Rita's</u>	<u>Lima Memorial Hospital</u>
Medical Director Services	\$240/month	\$353.60/month	No Charge
Hourly Fee	\$100/hour	2 hrs. free, then \$176.80/hr.	\$100.00
DOT NIDA 5 panel	\$45.50	\$55.00 or \$42.00	\$45.00
NonDOT 5 or 7 panel	\$25.00	\$37.00	\$30.00
NonDOT 9 or 10 panel			\$33.00
MRO fees	\$30.00	Included	Included
Breath Alcohol	\$19.00	\$25.00	\$25.00
Pre-employment Physicals	\$57.00	Not quoted	\$55.00
Bus and Van Driver Physicals	\$94.00	\$62.00	\$50.00
Return to Work Physical		Not quoted	\$55.00
Complex Physical		\$75.00	
Audiogram		\$18.00	
Strenuous Work Physical	\$72.00	Not quoted	
Bureau of Worker's Comp		Not quoted	BWC Rates
Fitness for Duty Exams			\$60.00

If the Board chooses to continue with another provider for Drug and Alcohol Testing Services, a \$500 fee will be charged by Lima Memorial Hospital for Medical Provider Services. That fee will provide five hours of service.

SUPERINTENDENT'S RECOMMENDATION 32-09: Superintendent Baldrige recommended the Board enter into contract with Lima Memorial Hospital for Medical Director and Occupational Health Services. This agreement shall commence on April 1, 2009 for both medical director services and other services with the exception of drug and alcohol services which shall commence on May 1, 2009. The agreement shall continue through June 30, 2010.

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

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

Mr. Bowers, yes  
Mrs. McLaurine, yes

Mr. Fuller, yes  
Dr. Snyder, abstain

Mrs. Hoops, yes  
Mrs. Goodin, yes

B. Terminate Contract with Medlab Ohio, Inc.

Because of entering into contract with Lima Memorial Hospital, it is necessary to terminate our contract with Medlab Ohio, Inc. The contract expires the end of December; however, it contains a termination clause contingent on providing a 30 day written notice.

SUPERINTENDENT'S RECOMMENDATION 33-09: Superintendent Baldrige recommended the Board provide notice to Medlab Ohio, Inc. to terminate the Laboratory Service Contract effective April 30, 2009.

Mr. Fuller moved.

Mrs. McLaurine seconded the motion.

Mr. Fuller, yes  
Dr. Snyder, abstain

Mrs. Hoops, yes  
Mr. Bowers, yes

Mrs. McLaurine, yes  
Mrs. Goodin, yes

C. Enter into Agreement for Services

Two additional people have been identified to assist in making presentations through the A.P.P.L.E. (Ability Plus Potential Leads to Excellence) program. This is our disability awareness outreach program.

SUPERINTENDENT'S RECOMMENDATION 34-09: Superintendent Baldrige recommended the Board enter into an Agreement for Services with Jay Smith and Benjamin Fledderjohann to assist in APPLE Presentations provided throughout the community. Their compensation shall be \$15.00 per hour, not to exceed \$300. The Agreement shall be in effect March 1, 2009 through December 31, 2009.

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

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

Mrs. Hoops, yes  
Mr. Bowers, yes

Mrs. McLaurine, yes  
Mr. Fuller, yes

Dr. Snyder, yes  
Mrs. Goodin, yes

D. Approve Substitute Student Services Coordinator Position

Our Student Services Coordinator resigned effective March 20, 2009. This person provides behavior support services within the school and also consults with area schools and daycare centers. Peggy Cockerell has recommended this position be filled on a temporary basis until this summer. By then we may know if layoffs are required in the school program. Additionally, she believes her pool of applicants will be better in the summer. In order to accomplish this, a substitute position needs to be created. The Personnel Committee has not reviewed this recommendation.

SUPERINTENDENT'S RECOMMENDATION 35-09: Superintendent Baldrige recommended the Board create a Substitute Student Services Coordinator and establish the hourly rate of pay at \$12.50.

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

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

Mrs. McLaurine, yes  
Mr. Fuller, yes

Dr. Snyder, yes  
Mrs. Hoops, yes

Mr. Bowers, yes  
Mrs. Goodin, yes

E. Accept Inspection Reports

The Ohio Bureau of Workers' Compensation conducted an industrial safety survey of our facilities on December 3, 2008 at our request. There were 42 safety concerns listed on the report. Some of the issues occurred in multiple locations. A corrective action report has been submitted.

On February 17, 2009, a Jared's Law Inspection was conducted by the Health Department. The School was found to be in compliance, however, some suggestions were made.

SUPERINTENDENT'S RECOMMENDATION 36-09: Superintendent Baldrige recommended the Board accept the following inspection reports:

Inspector: Ohio Bureau of Workers' Compensation  
Date: December 3, 2008  
Type: Industrial Safety Survey  
Outcome: 42 safety concerns identified  
Corrective Action: Corrective Action Plan in Place

Inspector: Allen County Department of Health  
Date: February 17, 2009  
Type: Jared's Law Inspection  
Outcome: In Compliance  
Corrective Action: Some recommendations received and considered

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

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

Dr. Snyder, yes  
Mrs. Hoops, yes

Mr. Bowers, yes  
Mrs. McLaurine, yes

Mr. Fuller, yes  
Mrs. Goodin, yes

XIV. Other Items to Come Before the Board

XV. Adjournment

Mr. Fuller moved to adjourn the meeting at 5:43 p.m.

Mr. Bowers seconded the motion to adjourn.

Dr. Snyder, yes  
Mrs. Hoops, yes

Mr. Bowers, yes  
Mrs. McLaurine, yes

Mr. Fuller, yes  
Mrs. Goodin, yes

Regular Board Meeting  
April 27, 2009, 2009 at 4:45 p.m.  
Allen County Board of MR/DD  
Administration Building  
2500 Ada Road, Lima, OH

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Chris Calvelage, Clerk

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Greg Miller, Recording Secretary