

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

AGENDA
May 24, 2010

4:15 p.m. Policy Committee
4:45 p.m. Regular Board Meeting
2500 Ada Road, Lima OH

I. Roll Call

Mr. David Bowers _____ Mr. Martin Garlock _____ Mrs. Lana Hoops _____
Mrs. Veronica McLaurine _____ Mr. Gregory Miller _____ Dr. John Snyder _____
Mrs. Gina Goodin _____

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 Elizabeth Warniment 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>
_____	_____
_____	_____
_____	_____

RESOLUTION 50-10:

_____ moved to approve the agenda.

_____ seconded the motion to approve the agenda.

Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mrs. Goodin _____

IV. Correspondence

Letter from Doug Erman dated April 16, 2010 **Attachment 1**

V. Hearing of the Public

VI. Reports

- A. Staff Report – We will review the Ethics Policy and Board members will complete an internal audit review for possible conflicts of interest.
- B. Best Practice – Esther Baldrige will discuss Quality in Practice regarding respect.

VII. Consent Agenda

- A. Minutes
- B. Bills Paid
- C. Accept Personnel Report

SUPERINTENDENT’S RECOMMENDATION 51-10: I recommend the Board consent to the following items:

- A. Approval of the minutes of the regular meeting of the Allen County Board of DD held on April 26, 2010. **See Attachment 2**
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of DD during the previous month, pages 1 – 31 and 33 – 39. **See Attachment 3.**
- C. Accept Personnel Report
 - 1. New Hires
 - a. Amanda Bader was hired as a Speech/Language Therapist effective August 18, 2010 at MEA Salary Schedule MA-0.
 - 2. Transfers
 - a. Melissa Kirkpatrick transferred from a (PT) Community Based Specialist to an Educational Aide effective April 26, 2010 remaining at the same AFSCME Salary Step.
 - 3. Terminations
 - a. Amanda Dunn resigned as an Employment Specialist effective May 21, 2010.
 - b. Carol McKinney resigned from her position as Instructor effective August 15, 2010.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Goodin _____

VIII. Exception Agenda

A. Bills Paid

SUPERINTENDENT’S RECOMMENDATION 52-10: I recommend the Board concur with the payment of bills for programs operated by the Allen County Board of DD, page 32. **Attachment 3.**

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mr. Bowers ABSTAIN Mr. Garlock _____ Mrs. Hoops _____
Mrs. Goodin _____

IX. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

1.	Fees for Service/Local	
a.	Services – Tuition	5,194.88
b.	Services – Other	33,436.14
c.	Transportation Fees	3,030.66
d.	Sales – Cafeteria	3,831.51
e.	Other Enrollee Fees	320.00
f.	Service – Transportation	331.58
g.	Service – Supported Employment	11,470.50
2.	State and Federal Revenue	
a.	Special Ed Units – School	73,179.47
b.	Special Ed Units – Preschool	11,492.02
c.	Transportation – DOE	9,569.84
d.	Federal School Breakfast	1,914.06
e.	Federal School Lunch	3,374.97
f.	DODD – Tax Equity	103,143.75
g.	DODD – Other	4,283.69
h.	DODD – Operating Subsidy	141,490.07
i.	RSC Pathways	14,962.90
j.	Title XIX	145,731.05
k.	EFMAP	19,951.11
l.	Other Receipts (Marimor Industries, BCII Checks)	84,346.00
3.	Other Revenue	
a.	P/R Transfer Option Life	2,087.18
b.	P/R Transfer – Hospital HRA	22,694.84
c.	P/R Transfer – Hospital HSA	5,030.46
d.	Refunds	.05
e.	Sundry Revenue	4,004.00

Fund 2075, Family Resource Services

1.	Grant Revenue	16,512.00
2.	Reimbursement	1,366.94

Fund 2077, Residential Services

1.	Grant Revenue	40,326.81
2.	Other Receipts (2008 Waiver Reconciliation and CSB)	184,127.69

Fund 2460, Early Childhood Special Education

1.	Grant Revenue	2,769.47
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Fund 2461, ARRA Early Childhood Special Education, IDEA

1.	Grant Revenue	260.71
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Fund 2468, ARRA Special Education, Part B, IDEA

1.	Grant Revenue	142.31
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Fund 2469, Special Education, Part B, IDEA

1.	Grant Revenue	12,798.55
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Fund 2930, Unspecified

1.	Donations	2,714.90
2.	Interest	
	8.61	

Fund 9893, Flexible Savings Account

1.	Employee Contribution	1,829.00
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B. Administrative

1. Children's Services Report – (**Attachment 4**)
2. Adult Services Report (**Attachment 5**)
 - Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services (**Attachment 6**)
4. Human Resource Report and the HR Newsletter (**Attachment 7**)

X. Old Business

XI. Committee Reports

- A. Ethics Council – Met May 24, 2010

1. Approve Direct Service Contract

See Attachment 8 for Contract Summary Sheet.

ETHICS COUNCIL RECOMMENDATION 53-10: The Ethics Council recommended and so moved the following direct service contract be approved as presented:

<u>Provider</u>	<u>Contract Period</u>	<u>Contract Rate</u>
IHS Services, Inc.	One Year	\$18.00/hour \$ 0.38/mile

Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
 Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
 Mrs. Goodin _____

- B. Finance Committee – Met May 20, 2010

See Attachment 9 for minutes of the April 22, 2010 meeting.

1. Approve Fund Transfers

FINANCE COMMITTEE’S RECOMMENDATION 54-10: The Finance Committee recommends and so moves the following actions:

Approve Inter-Fund Transfer

From 50050131 320024, General Fund, Transportation, Vehicle Insurance
 To 50050131 370655, General Fund, Transportation, In-service Professional Growth
 \$805.50 to cover the cost of CPR classes.

From 90090121 211000, General Fund, Help Me Grow, Office Supplies
 To 90090141 410450, General Fund, Help Me Grow, Equipment < \$500
 \$161.00 to purchase folding machine.

From 90090121 216060, General Fund, Help Me Grow, Children’s Trust Fund Supplies
 To 90090141 410450, General Fund, Help Me Grow, Equipment < \$500
 \$939.00 to purchase a folding machine.

From 90090121 211000, General Fund, Help Me Grow, Office Supplies
 To 90090131 370655, General Fund, Help Me Grow, In-service Professional Growth
 \$600 to cover costs higher than anticipated.

Approve Supplemental Appropriation

To 40040731 380808, General Fund, Adult Services, VRP3, Staff Development
 \$2,000 needed to train the additional staff member.

To 70070131 340599, Community Support Services
\$12,000 to cover cost of contracted SSA services through NOWAC.

_____ moved.

_____ seconded the motion of the Finance Committee.

Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Mrs. Goodin _____

C. Personnel Committee

See Attachment 10 for minutes of the April 23, 2010 Personnel Committee meeting.

D. Planning Committee

E. Policy Committee – Met April 26, 2010

1. Adopt Policy 8.1.5 – Family Resource Services
2. Emergency Adopt Revision of Policy 1.12 – Prevention of Fraud, Waste, and Abuse of Tax Payer Dollars Corporate Compliance Plan
3. Accept Policy 4.11 – Assistance for Individuals Served on Board Vehicles for First Reading

The Family Resource Committee met again on May 13, 2010 and reviewed the revision the Board made to the proposed Family Resource Services Policy. They were content with the policy as revised. No other comments have been received.

CARF is requiring a Corporate Compliance Plan policy. In reviewing what they are concerned with, it seems to be very similar to the Prevention of Fraud, Waste, and Abuse of Tax Payer Dollars policy the Board adopted September 26, 2007. This policy was tweaked a bit to cover some areas that CARF is looking for. Because CARF comes in June, I am requesting this revision be emergency adopted.

We received a sample policy from the Montgomery County Board of DD regarding the use of bus aides on vehicles. It was a good policy and provides excellent guidance. Most of the policy is simply putting in writing what our practice has been. We are recommending this policy for first reading.

See Attachment 11 for minutes of the April 26, 2010 meeting and the revised Prevention of Fraud, Waste, and Abuse of Tax Payer Dollars Corporate Compliance Plan policy and Policy 4.11.

POLICY COMMITTEE RECOMMENDATION 55-10: The Policy Committee recommends and so moves the following actions:

1. Adopt Policy 8.1.5 – Family Resource Services
2. Emergency Adopt Revision of Policy 1.12 – Prevention of Fraud, Waste, and Abuse of Tax Payer Dollars Corporate Compliance Plan

3. Accept Policy 4.11 – Assistance for Individuals Served on Board Vehicles for First Reading

_____ moved.

_____ seconded the motion of the Policy Committee.

Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mrs. Goodin _____

XII. New Business

A. Approve Contracts and Leases

SUPERINTENDENT'S RECOMMENDATION 56-10: I recommend the Board approve the following contracts and leases:

Type: Agency Lease Agreement
Party: Community Service Corporation
Purpose: Leasing space for the Help Me Grow Program
Term: July 1, 2010 up to and including June 30, 2011
Cost: \$19,584 annually for 2,448 square foot.

Type: Agency Lease Agreement
Party: Community Service Corporation
Purpose: Leasing space for Employment Services
Term: July 1, 2010 up to and including June 30, 2011
Cost: \$7,680 annually for 960 square foot.

Type: Lease Agreement
Party: Wannemacher Enterprises, Inc.
Purpose: Leasing storage space
Term: July 1, 2010 through December 31, 2010
Cost: \$3,600 for six months

Type: Purchase of Social Service Contract
Party: Allen County Department of Job and Family Services
Purpose: To provide transportation for DJFS clients
Term: July 1, 2010 through June 30, 2011
Cost: \$2.25 per person per mile

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mrs. Goodin _____

B. Accept Inspection Reports

SUPERINTENDENT'S RECOMMENDATION 57-10: I recommend the Board accept the following inspection report:

Inspector: Security Unlimited Corporation
Date: March 5, 2010
Type: Fire Alarm System Inspection
Outcome: All 212 units passed testing.

Inspector: Ohio Department of Health
Date: April 23, 2010
Type: Food Service Operation
Outcome: Food Service in Good Compliance

Inspector: Lippincott Plumbing, Heating, Refrigeration & Air Conditioning, Inc.
Date: April 20, 2010
Type: Boiler Combustion Inspection
Outcome: Passed

Inspector: State of Ohio
Date: April 20, 2010
Type: Backflow Prevention Assemblies Annual Test
Outcome: Passed

Inspector: Bureau of Underground Storage Tank Regulations
Date: May 10, 2010
Type: BUSTR Compliance Inspection
Outcome: Failed to provide annual line leak detector and annual pressure piping tightness tests. Deficit must be addressed prior to June 10, 2010 or a fine of \$750 will be levied.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Goodin _____

C. Change Title on a Position Description

The Ohio Department of Education licensure is having difficulty with the title of Early Childhood Education Coordinator in terms of the license they wish to issue. For a variety of reasons, including succession planning, we need a Principal license to be issued. When the previous ECEC was licensed, we were able to achieve this goal through other action by the Board. This year, it appears the only solution is to change the title.

SUPERINTENDENT'S RECOMMENDATION 58-10: I recommend the Board approve changing the title of the Early Childhood Education Coordinator position to Assistant Principal.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. Goodin _____

D. Approve the Request for Additional Level I Medicaid Waivers

Jeannie Stahl is recommending that we request an additional six Level I Medicaid Waivers. We need to submit our request in early June. Reorganization is slated to be effective August 1. Therefore, we are still keeping our growth very moderate.

SUPERINTENDENT'S RECOMMENDATION 59-10: I recommend the Board approve requesting six additional Level I Medicaid Waivers.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
_____ Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____ Mrs. Goodin _____

E. Approve Awarding LODDI, Inc. a Grant to Purchase an Additional House

The Department of Developmental Disabilities is willing to award our Board \$94,000 for the purchase of an additional house. LODDI, Inc. is a nonprofit corporation established by our Board for the purpose of managing housing which has been funded by the State.

SUPERINTENDENT'S RECOMMENDATION 60-10: I recommend the Board approve awarding LODDI, Inc. a grant in the amount of up to \$94,000 for the purchase of a house to rent to people served by the Board utilizing community assistance funds provided by the Ohio Department of Developmental Disabilities.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Mrs. Goodin _____

F. Abolish the Position of Part-Time Community Based Specialist and Create a Part-Time Employment Services Resource Coordinator Position

There is currently a vacancy in the part-time Community Based Specialist position. Demand for this service is a little lower right now, allowing the full-time Community Based Specialist to meet the current needs. Because of the VRP3 grant, there is a high demand for community based employment services. Angie Herzog is recommending we abolish the part-time Community Based Specialist position (20 hours per week) and replace it with a newly created position which can do a variety of tasks, including job training, oversight of enclave sites, teaching Job Club, secretarial tasks and job development. Angie anticipates the need for this position may move to full-time down the road. I am proposing this position be for 19 hours in order to save health insurance costs until a full-time position is required. The starting pay rate will increase from \$11.60 per hour to \$12.53 per hour which is the same as the position of Employment Specialist. AFSCME has asked that this new position be included in their unit as the position being abolished also was. They have agreed to this rate of pay.

See Attachment 12 for new Position Description.

SUPERINTENDENT'S RECOMMENDATION 61-10: I recommend the Board abolish the part-time position of Community Based Specialist, Job Code AS-114a and create a part-time (under 20 hours per week) Employment Services Resource Coordinator position, Job Code AS-122, with a starting salary of \$12.53 per hour.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mrs. Goodin _____

G. Approve Recommendation to Place Items on GovDeals.net for Auction

The Commissioners have again opened the opportunity to sell items on GovDeals.net. **See Attachment 13 for a listing of items.**

SUPERINTENDENT'S RECOMMENDATION 62-10: I recommend the Board recommend the Allen County Commissioners declare the attached list of equipment 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.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mrs. Goodin _____

H. Adjust the Compensation Package for the Superintendent

BOARD MEMBER'S RECOMMENDATION 63-10: I recommend the Board approve an amendment to the Superintendent's Contract which increases her annual salary by 4% and in addition eliminates the future option to receive cash reimbursement for unused sick leave or vacation pay up to a cash value of \$4,000. In exchange for this change in contract, the Superintendent's annual salary shall be increased an additional \$4,000 effective January 1, 2011. The Superintendent's annual salary, retroactive to August 1, 2009 shall be \$102,258. Effective January 1, 2011, the Superintendent's salary shall be increased to \$106,258.

_____ moved to accept the recommendation of the Superintendent.

_____ seconded the motion to accept the recommendation of the Superintendent.

Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Goodin _____

XIII. Board Discussion

XIV. Other Items to Come Before the Board

XV. Adjournment

_____ moved to adjourn the meeting at _____ p.m.

_____ seconded the motion to adjourn.

Mrs. McLaurine _____ Mr. Miller _____ Dr. Snyder _____
Mr. Bowers _____ Mr. Garlock _____ Mrs. Hoops _____
Mrs. Goodin _____

Regular Board Meeting
June 28, 2010
Allen County Board of Developmental Disabilities
Administration Building
2500 Ada Road, Lima, OH

Attachment 14.

Table of Contents – Policy Manual
Policy 1.5 Officers
Policy 1.11 Code of Ethics
Policy 5.2.20 On-Call Pay
Policy 8.4.6 Atlantoaxial Instability

Mr. Miller _____ Dr. Snyder _____ Mr. Bowers _____
Mr. Garlock _____ Mrs. Hoops _____ Mrs. McLaurine _____
Mrs. Goodin _____

Dr. Snyder _____ Mr. Bowers _____ Mr. Garlock _____
Mrs. Hoops _____ Mrs. McLaurine _____ Mr. Miller _____
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