

December 19, 2011

- 102-11 Approval of the Agenda
- 103-11 Approval of the Minutes of the November 28, 2011 regular meeting
Concurrence with the payment of bills in November, pages 1-13, 15-26 and 28-41
Accept Inspection Reports
 - Annual Boiler Back Flow Prevention Inspection – Bacharach, Inc.
 - Inspection of overhead doors – Wagner Overhead Doors
 - Inspection of Arjo Lifts – Getinge Signature Services
- 104-11 Concurrence with the payment of bills in November, pages 14 and 27
- 105-11 Approve the following Direct Service Providers
 - Innovative Opportunities, Inc.
- 106-11 Approve the following Finance Actions
 - Intra-Fund Transfers
- 107-11 Adopt 2012 Annual Budget
- 108-11 Approve Contracts
 - Allen County Regional Transit Authority
- 109-11 Approve Annual Action Plan for 2012
- 110-11 Approve Cost of Staff Appreciation Bowling Party
- 111-11 Commit Funding for Targeted Case management and Home and Community-Based Services for 2012

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

December 19, 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, December 19, 2011. President Miller 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, present	Mrs. Veronica McLaurine, present	Dr. John Snyder, present
Mr. Gregory Miller, present		

II. Focus

Mission The mission of the Allen County Board of Developmental Disabilities is to:

- Reduce Barriers
- Ensure Supports
- Maximize Choices

Vision: Belinda Hendricks read the vision. Belinda currently lives at Baton Rouge with her mother. She is saving to get her own apartment. Belinda works at the workshop five days a week. The best part about working at the workshop is getting to meet other people and earning money. She also likes to be able to get out into the community. She rides the bus to the workshop each day. Her hobbies are needlepoint and cross stitch.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added	Requested By
Move pages 14 and 27 of the bills to the Exception Agenda	Superintendent Baldrige

RESOLUTION 102-11

Mrs. Goodin moved to approve the agenda.

Dr. Snyder seconded the motion to approve the agenda.

Mr. Fleming, yes	Mr. Garlock, yes	Mrs. Goodin, yes
Mrs. Hall, yes	McLaurine, yes	Dr. Snyder, yes
Mr. Miller, yes		

IV. Correspondence

- Veronica McLaurine
- Thank you from the Burnett Family

V. Hearing of the Public

VI. Reports

Andy Johnston from Westgate Lanes was our guest speaker. Westgate Lanes employs three people who receive services from our Board. They have proven to be a very flexible employer who works closely with us to find ways to assure that our clients are successful. Andy stated that over the last seven years they have employed five to six clients. They usually work in the kitchen or clean tables. He has had a good relationship with each individual. He stated that they are very loyal, extremely dependable and they have lots of concern with their job. They are always on time and are willing to learn new jobs or projects. As an employer he feels they are low risk employees and has had great experiences with them. The other employees that work with them develop relationships with them and are very accepting of them. He has not had to make any special accommodations for them and they have only had to use the job coach for a couple of days.

VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 103-11: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the regular meeting held on November 28, 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 November, pages 1-13, 15-26 and 28-41.
- C. Accept Inspection Reports

Inspector: Bacharach, Inc.
Type of Inspection: Annual Boiler Back Flow Prevention Inspection
Date: October 11 and 18, 2011
Findings: No Findings
Corrective Action: N/A

Inspector: Wagner Overhead Doors
Type of Inspection: Inspection of our overhead doors
Certificate Period: October
Findings: Not quantified
Corrective Action: All repairs completed

Inspector: Getinge Signature Services
Type of Inspection: Inspection of Arjo Lifts
Date: October 21 and 26 and November 8, 2011
Findings: Various parts needed to be replaced
Corrective Action: All repairs completed

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

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

Mr. Garlock, yes	Mrs. Goodin, yes	Mrs. Hall, yes
Mrs. McLaurine, yes	Dr. Snyder, yes	Mr. Fleming, yes
Mr. Miller, yes		

VIII. Exception Agenda

SUPERINTENDENT'S RECOMMENDATION 104-11: 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 Developmental Disabilities during the month of November, pages 14 and 27.

Mr. Garlock moved.

Mrs. Hall seconded.

Mr. Garlock, yes	Mrs. Goodin, yes	Mrs. Hall, yes
Mrs. McLaurine, yes	Dr. Snyder, abstain	Mr. Fleming, yes
Mr. Miller, yes		

IX. Superintendent's Report

- A. Administrative

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

Angie Herzog stated that she attended the National Alliance for Full Participation Summit in Washington D.C. with Michael Flanagan. Michael spoke about his participation in the Griffin-Hammis Project. The project is helping him to develop a business for himself. Angie stated that there were 1,200 people from across the nation at the summit talking about supported employment options around the country. She stated that there is a federal law being proposed to get rid of the sub minimum wage. Angie stated that 73% of the individuals in Adult Services are currently at minimum wage.

X. Old Business

XI. Committee Reports

A. Ethics Council – Met December 19, 2011

ETHICS COUNCIL RECOMMENDATION 105-11: 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>
Innovative Opportunities, Inc.	1 year	\$16.00 per hour

Mr. Garlock moved.

Dr. Snyder seconded the motion of the Ethics Council.

Mrs. Goodin, yes

Mrs. Hall, yes

Mrs. McLaurine, yes

Dr. Snyder, yes

Mr. Fleming, yes

Mr. Garlock, yes

Mr. Miller, yes

B. Finance Committee – Met December 16, 2011

FINANCE COMMITTEE'S RECOMMENDATION 106-11: The Finance Committee recommended and so moved the following actions:

1. Intra-Fund Transfers

From 10010117 174001 General Fund, Administration, Unemployment

To 10010193 930001 General Fund, Administration, Transfer Out

\$2,449.05 to correct a transfer error

From 10010131 340599 General Fund, Administration, Services Sundry

To 10010131 340005 General Fund, Administration, Service Consulting

\$5,100 to cover costs associated with a Worker's Compensation case

From 20020117 170043 General Fund, Plant Maintenance, Salary Temporary Employees

To 20020131 310002 General Fund, Plant Maintenance, Utilities Electric

\$7,500 to cover costs higher than budgeted

From 20020121 219099 General Fund, Plant Maintenance, Supplies Sundry

To 20020121 216002 General Fund, Plant Maintenance, Supplies Janitorial

\$1,409.10 to cover costs higher than anticipated

From 20020131 340415 General Fund, Plant Maintenance, Utilities – Heating

To 20020131 330612 General Fund, Plant Maintenance, Repairs – Electrical

\$250 to cover costs higher than anticipated

From 20020131 340415 General Fund, Plant Maintenance, Utilities – Heating
To 20020131 330614 General Fund, Plant Maintenance, Repairs – Heating/Cooling
\$2,500 to cover costs higher than anticipated due to boiler issues

From 30030131 340233 General Fund, Children’s Services Support, Speech
To 30030131 370655 General Fund, Children’s Services Support, In-service Professional Support
\$500 to cover costs higher than anticipated

From 40040631 340599 General Fund, Adult Services Supported Employment, Services Sundry
To 40040631 360499 General Fund, Adult Services Supported Employment, Travel Sundry
\$300 to cover costs higher than anticipated

From 50050131 330640 General Fund, Transportation, Repairs Vehicles
To 50050117 170046 General Fund, Transportation, Salary – Temporary Bus Drivers
\$11,000 to cover salary costs higher than anticipated

From 50050131 330640 General Fund, Transportation, Repairs Vehicles
To 50050117 175001 General Fund, Transportation, Medical Premiums HRA
\$1,193.24 to cover costs higher than anticipated

From 90090141 410450 General Fund, Help Me Grow, Equipment under \$500
To 90090131 370655 General Fund, Help Me Grow, In-service Professional Growth
\$30 to cover costs higher than anticipated

From 10010117 174001 General Fund, Administration, Unemployment
To 20020131 310005 General Fund, Plant Maintenance, Utilities – Water and Sewer
\$2,700 to cover costs higher than anticipated

From 10010117 179001 General Fund, Administration, Reserve Funds
To 40040331 370400 General Fund, Adult Services Medicaid Match, State Match
\$160,760 to cover estimated match costs for 2nd Quarter of FY 12 (to be reconciled at end of year)

From 10010117 174001 General Fund, Administration, Unemployment
To 40040617 170043 General Fund, Adult Services Supported Employment, Salary – Temporary
Employees
\$14,000 to cover costs higher than anticipated

From 10010117 174001 General Fund, Administration, Unemployment
To 40040617 171001 General Fund, Adult Service Supported Employment, PERS
\$500 to cover costs higher than anticipated

From 30030231 340232 General Fund, Children’s Services Early Intervention, Occupational Therapy
To 30030331 340232 General Fund, Children’s Services Preschool, Occupational Therapy
\$500 to cover costs higher than anticipated

From 30030231 340232 General Fund, Children’s Services Early Intervention, Occupational Therapy
To 30030431 340232 General Fund, Children’s Services School Age, Occupational Therapy
\$2,600 to cover costs higher than anticipated

From 30030231 340234 General Fund, Children's Services Early Intervention, Physical Therapy
To 30030331 340234 General Fund, Children's Services Preschool, Physical Therapy
\$500 to cover costs higher than anticipated

From 40040217 171001 General Fund, Adult Services Prevocational, PERS
To 40040117 171001 General Fund, Adult Services Support, PERS
\$530 to cover costs higher than anticipated

From 20751617 170044 Family Resource Services, Salary – Temporary Out of Home Care
To 20751631 340215 Family Resource Services, Services – In-Home Care
\$2,000 to cover costs higher than anticipated

From 40184131 330617 Permanent Improvements, Repairs Sundry Building
To 40184141 410402 Permanent Improvements, Equipment Office
\$40,000 to cover costs of laptop purchase and wireless connectivity

From 40184141 410101 Permanent Improvements, Buildings
To 40184141 410402 Permanent Improvements, Equipment Office
\$50,000 to cover the cost of laptop purchase and wireless connectivity

Mr. Garlock moved.

Mr. Fleming seconded the motion of the Finance Committee.

Mrs. Hall, yes
Mr. Fleming, yes
Mr. Miller, yes

Mrs. McLaurine, yes
Mr. Garlock, yes

Dr. Snyder, yes
Mrs. Goodin, yes

2. Adopt 2012 Annual Budget

Martha Nance reported that we received the EFT today for the older WAC/MAC claims. The amount that we received was \$753,055. Mr. Garlock stated that the Finance Committee has finalized the 2012 budget and it is ready for approval. He stated that the biggest changes in revenue were the \$500,000 being returned from the RTA Grant and the money that we have received for the older claims. He stated that we are also behind in some Medicaid billings. Mr. Garlock also reviewed with the Board some of the significant changes in expenditures for 2012.

The Board decided that the money received for the older WAC/MAC claims should be taken out of the 2012 budget and included in 2011 since it has already been received and deposited.

FINANCE COMMITTEE'S RECOMMENDATION 107-11: The Finance Committee recommended and so moved the adoption of the 2012 Budget as presented in Draft IV with the exception of the \$753,055 being taken out of revenue and moved to 2011.

Mr. Garlock moved.

Mr. Fleming seconded the motion of the Finance Committee.

Mrs. McLaurine, yes
Mr. Garlock, yes
Mr. Miller, yes

Dr. Snyder, yes
Mrs. Goodin, yes

Mr. Fleming, yes
Mrs. Hall, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee

XII. New Business

- A. Approve Contracts

SUPERINTENDENT RECOMMENDATION 108-11: Superintendent Baldrige recommended the Board enter into contract with the following entities:

Type: Agreement
Party: Allen County Regional Transit Authority
Purpose: Provision of the Spencerville Route
Term: January 1, 2012 though December 31, 2012
Cost: \$199.30 per service day

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

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

Martha stated that about 18 individuals currently ride this route. Superintendent Baldrige stated that this is the third year for this route. The cost per service day includes the morning run and the afternoon run. When we cancel for calamity days, we do not have to pay for the route that day; however, if we go into make up days, then we would have to pay for those days. To cancel the contract we would have to give a 60 day written notice.

Dr. Snyder, yes
Mrs. Goodin, no
Mr. Miller, yes

Mr. Fleming, yes
Mrs. Hall, yes

Mr. Garlock, yes
Mrs. McLaurine, yes

- B. Approve Annual Action Plan for 2012

The Public Hearing was held on December 7 with twenty-five people in attendance. Several families attended as well as some staff that were not required to be there. Three Board members attended as well as one provider agency. There was good discussion surrounding the tasks the Board has identified for the upcoming years. There were no recommendations for change.

SUPERINTENDENT'S RECOMMENDATION 109-11: Superintendent Baldrige recommended the Board adopt the 2012 Annual Action Plan as presented.

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. Hall, yes
Mr. Miller, yes

Mr. Garlock, yes
Mrs. McLaurine, yes

Mrs. Goodin, yes
Dr. Snyder, yes

C. Approve Cost of Staff Appreciation Bowling Party

For a number of years, we have been sponsoring a staff appreciation dinner. Last year, we had it at a bowling alley and staff seemed to have a really good time. Anticipated cost per participant is \$15. Anticipated attendance is 200.

SUPERINTENDENT RECOMMENDATION 110-11: Superintendent Baldrige recommended the Board approve sponsoring a staff appreciation bowling party at a cost not to exceed \$3,000.

Dr. Snyder 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
Mr. Miller, yes

Mrs. Goodin, yes
Dr. Snyder, yes

Mrs. Hall, yes
Mr. Fleming, yes

D. Commit Funding for Targeted Case Management and Home and Community-Based Services for 2012

It is required in law that the Board identifies how much money it is committing to the support of Medicaid Services in the upcoming year. The number identified is likely a minimum number rather than maximum. Jeannie Stahl stated that the number is based on authorizations, which can change daily.

SUPERINTENDENT RECOMMENDATION 111-11: Superintendent Baldrige recommended the Board commit an estimated \$828,920 as payment for the nonfederal share of Medicaid expenditures for targeted case management and home and community-based services during 2012, in accordance with §5126.059 and §5126.0510 of the Ohio Revised Code to assure services will be available in a manner that conforms to all applicable state and federal laws. The Board will also pay associated fees as required by the state. It is fully understood the payment of the nonfederal share represents an ongoing financial commitment of the Allen County Board of Developmental Disabilities.

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

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

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

Mrs. Hall, yes
Mr. Fleming, yes

Mrs. McLaurine, yes
Mr. Garlock, yes

XIII. Board Discussion

Mr. Miller stated that he did not agree with the statement that they Safety Committee had made regarding the findings on the last safety inspection conducted by the Ohio Bureau of Workers' Compensation. They stated that they did not think OSHA would have an issue with the number of findings on the Bureau of Workers Comp inspection because we promptly correct problems as they are identified.

Superintendent Baldrige stated that we are very proactive with our inspections and fix any problems that may be found.

XIV. Other Items to Come Before the Board

ADJOURN INTO EXECUTIVE SESSION

Dr. Snyder moved to adjourn into Executive Session to discuss AFSCME negotiations and to finish the evaluation of the Superintendent at 5:32 p.m.

Mrs. Hall seconded the motion to adjourn into Executive Session

Mrs. Hall, yes	Mrs. McLaurine, yes	Dr. Snyder, yes
Mr. Fleming, yes	Mr. Garlock, yes	Mrs. Goodin, yes
Mr. Miller, yes		

RECONVENE INTO REGULAR SESSION

Dr. Snyder moved to reconvene into Regular Session at 7:03 p.m.

Mr. Garlock seconded the motion to reconvene into Regular Session

Mrs. McLaurine, yes	Dr. Snyder, yes	Mr. Fleming, yes
Mr. Garlock, yes	Mrs. Goodin, yes	Mrs. Hall, yes
Mr. Miller, yes		

XV. Adjournment

Dr. Snyder moved to adjourn the meeting at 7:04 p.m.

Mr. Garlock seconded the motion to adjourn.

Dr. Snyder, yes	Mr. Fleming, yes	Mr. Garlock, yes
Mrs. Goodin, yes	Mrs. Hall, yes	Mrs. McLaurine, yes
Mr. Miller, yes		

Organizational and Regular Board Meeting
January 23, 2012
Allen County Board of Developmental Disabilities
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Dr. John Snyder, Recording Secretary