

February 28, 2007

- 13-07 Approval of the Agenda
- 14-07 Approval of the Minutes of the January 24, 2007 Organizational Board Meeting
Concur with Payment of Bills, pages 1-18
Approval of Hire of Karen Garland as Administrative Assistant - Transportation
Approval of Hire of Tammy Price as Workshop Assistant/Bus Aide PM
- 15-07 Approve Direct Service Contracts
- 16-07 Accept the Following Policy for Second Reading:
8.11 Major Unusual Incidents/Unusual Incidents
- 17-07 Approve Preschool Fees for 2007 – 2008 School Year
- 18-07 Approve Grant to LODDI, Inc. for Repairs and Renovations
- 19-07 Appoint Supported Living Committee
- 20-07 Approve the Following Grant Proposals
Ohio Children's Trust Fund to fund Family Fund Time, the Parenting Committee,
and Parenting Partners Instruction for Help Me Grow Families
Ohio Children's Trust Fund to fund P.L.A.Y.T.I.M.E.
American Dairy Association
Department of Health to fund Automated External Defibrillator
Discretionary Grants for the School
- 21-07 Approve the Purchase of Two Cars
- 22-07 Authorize Recommendation to the Allen County Commissioners to Declare Light Fixtures
Obsolete and Unsuitable for County Use
- 23-07 Approve the Following Inspection Reports and Reports of Correction
Ohio Department of Agriculture/Ohio Department of Health Inspection
Department of Safety & Hygiene, Bureau of Workers' Compensation Inspection
Lima Fire Equipment Company Inspections
- 24-07 Approve Renewal of Leave a Legacy Program Local Partner License Agreement
- 25-07 Approval to Renew Membership in the Ohio School Boards Association
- 26-07 Approve Contract with Paulding County Board of MR/DD for Quality Assurance Services
- 27-07 Approve Minor Changes in Two Position Descriptions
- 28-07 Approve Accent One Stop Shop Partnership with ACDJFS

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES
February 28, 2007

4:45 p.m. Regular Meeting
Shawnee United Methodist Church
Community Room
2600 Zurmehly Road
Lima, OH 45806

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Wednesday, February 27, 2007. President Rockhold called the meeting to order with the following roll call response:

Mr. Charles Fuller, present	Mrs. Gina Goodin, present	Mr. Edward Healey, present
Mr. Gregory Miller, present	Mrs. Kathryn Williams, present	Dr. Jon Rockhold, present

II. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Grant from the Department of Health	Superintendent Baldrige
Assorted Discretionary Grants	Superintendent Baldrige
Accent One Stop Shop Partnership with DJFS	Superintendent Baldrige

RESOLUTION 13-07:

Mr. Miller moved to approve the agenda.

Mrs. Goodin seconded the motion to approve the agenda.

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, yes
Mrs. Williams, yes	Mr. Fuller, yes	Dr. Rockhold, yes

III. Correspondence

- Dennis Honigford

IV. Hearing of the Public

V. Reports

A. Staff Report – Deferred for Strategic Planning

B. Best Practice – Deferred for Strategic Planning

VI. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 14-07: Superintendent Baldrige recommended the Board consent to the following items:

A. Approval of the minutes of the January 24, 2007 organizational meeting of the Allen County Board of MR/DD.

B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD, pages 1 – 18.

C. Personnel Report

1. New Hires

a. Karen Garland was hired as an Administrative Assistant-Transportation effective January 23, 2007 at an annual salary of \$31,000.

b. Tammy Price was hired as a Workshop Assistant/Bus Aide PM effective February 1, 2007 at AFSCME Salary Scale Step 5.

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

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

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mr. Fuller, abstain on A yes to B and C

Mrs. Goodin, yes

Dr. Rockhold, yes

VII. Exception Agenda – N/A

VIII. Superintendent's Report

A. Fiscal – January Revenue

Fund 2018, General Fund

1. Fees for Service/Local

a. Transportation Fees - Enrollee 3,518.68

b. Sales Cafeteria 3,149.02

c. Other Enrollee Fees 545.00

d.	Services - Supported Employment	16,344.26
e.	Services – Transportation	459.43
f.	Services – Tuition	5,232.20
g.	Services – Other	33,963.49
2.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	53,831.98
b.	Dept. of Ed. Funding-Preschool	11,562.02
c.	Dept. of Ed. Transportation	8,372.91
d.	HMG TANF	44,215.09
e.	HMG Grants	179.00
f.	Operating Subsidy – MR/DD	80,727.25
g.	Case Management – MR/DD	19,637.00
h.	Other – MR/DD	5,350.00
i.	Tax Equity	97,807.06
j.	Title XIX	485,810.53
k.	Other Revenue (Marimor Industries, etc.)	61,289.62
3.	Other Revenue	
a.	Refunds	107.68
b.	Employee Portion of Hospitalization	22,648.44
c.	Employee Optional Life	1,483.38

Fund 2075, Family Resource Services

1.	Grant Revenue	16,061.75
2.	Reimbursements	4,146.69

Fund 2077, Residential Services

1.	MR/DD Allocation	125,786.42
2.	Other Receipts	8,213.34

Fund 2460, Early Childhood Special Ed, IDEA

1.	Grant	4,171.08
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Fund 2469, Special Ed., Part B IDEA

1.	Grant	17,502.58
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Fund 2930, Unspecified

1.	Donations	125.35
2.	Interest	659.56

B. Administrative

1.	Children’s Services Report	
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2. Adult Services Report
3. Community Support Services Report with LODDI, Inc. Minutes of February 1, 2007
4. Help Me Grow Report
5. Human Resource Report - HR Newsletter

IX. Old Business

X. Board Discussion

Mr. Honigford has resigned from the Board. Superintendent Baldrige and Dr. Rockhold will meet with potential candidates to fill his position.

RTA has three routes that come to Marimor. Currently we have 18 clients that ride RTA. RTA also transports 19 clients from Marimor Industries to Warehouse Associates. The uplift van transports 18 clients. The Board does pay for the tickets for the clients to ride RTA. Our cost is \$8,232 each year. RTA would like for the Board to donate money on contract with them to help keep the routes to Marimor going. If they were to cut the routes to Marimor, it would cost the Board \$46,300 annually to add another route to compensate for the loss of RTA. RTA does have a formal contract with DJFS. DJFS pays 43% of the cost for their clients to ride RTA. The Board suggested that Superintendent Baldrige explore the option of contracting with RTA.

XI. Committee Reports

A. Ethics Council – Met February 28, 2007

1. Approve Direct Service Contracts

ETHICS COUNCIL’S RECOMMENDATION 15-07: The Ethics Council recommended and so moved that the following direct service contracts be approved as presented:

<u>Agency</u>	<u>Duration</u>	<u>Amount</u>
RMS of Ohio	1 Year	\$18.00 per Hour
RMS of Ohio	1 Year	\$18.00 per Hour

Mr. Fuller moved.

Mr. Healey seconded the motion of the Ethics Council.

Mr. Miller, yes	Mrs. Williams, yes	Mr. Fuller, yes
Mrs. Goodin, yes	Mr. Healey, yes	Dr. Rockhold, yes

B. Finance Committee – Met February 27, 2007

C. Personnel Committee

D. Planning Committee

E. Policy Committee

1. Accept Policy for Second Reading

8.11 Major Unusual Incidents/Unusual Incidents

No comments have been received during the past month regarding this policy. It was discussed at the Stakeholders meeting on January 31, 2007. Residential providers in attendance were comfortable with the proposed policy, including the reporting requirements that exceed State Rule.

POLICY COMMITTEE RECOMMENDATION 16-07: The Policy Committee recommended and so moved to accept the following policy for second reading:

8.11 Major Unusual Incidents/Unusual Incidents

Mrs. Goodin moved.

Mr. Fuller seconded the motion of the Policy Committee.

Mrs. Williams, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Mr. Healey, yes

Mr. Miller, yes

Dr. Rockhold, yes

XII. New Business

A. Approve Preschool Fees for 2007 – 2008 School Year

Peggy is recommending that the Board increase the preschool typical fee to \$160 per year for the 2007-08 school year. It is currently \$80 per year. We have researched what other preschool programs are charging. The results are in the table below.

Program	Charge	Transportation	Enrollment Data
Allen County Educational Service Center Units	\$450. Annual	None Provided	They do not have all of their typical spots filled
Auglaize County Educational Service Center Units	\$810. Annual	None Provided	
Hardin County Board of MR/DD Units	\$429. Annual	Provided	
Mercer County Educational Service Center	\$540. Annual	Provided for siblings at no additional cost to families	They are filled.
Champagne County Board of MR/DD Units	\$1,152. Annual	None Provided	They are not full and have had to develop & fund a marketing campaign

Madison County	\$1,341. Annual	None provided	They are not full & have had to develop & fund a marketing campaign.
Allen County Board of MR/DD	\$80. Annual	Provided at a cost of \$2.50 per trip with stipulations.	Full

SUPERINTENDENT'S RECOMMENDATION 17-07: Superintendent Baldrige recommended the Board increase the preschool typical fee to \$160 per year for the 2007-08 school year. This fee is in addition to the fee for transportation at \$2.50 per trip with stipulations.

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

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

Mr. Fuller, yes
Mr. Miller, yes

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Dr. Rockhold, yes

B. Approve Grant to LODDI, Inc. for Repairs and Renovations

During our budget process, we discussed the need for an influx of cash into LODDI in order to make the repairs and renovations that are needed at the houses. We budgeted \$50,000 for this purpose. The maintenance man they contract with has obtained quotes on most of the items that need attention. The total at this point is about \$62,664. Superintendent Baldrige proposed the Board make a grant of \$50,000 to LODDI, Inc. to be used for repairs and renovations. At the end of 2007, there would be cost reconciliation. If for some reason, LODDI doesn't use the entire amount granted to them for this purpose, they will return the unused funds to the Board.

SUPERINTENDENT'S RECOMMENDATION 18-07: Superintendent Baldrige recommended the Board grant LODDI, Inc. \$50,000 for renovation and repairs of the properties they own. At the conclusion of 2007, LODDI, Inc. will submit to the Board a listing of what was done with the money with receipts. If LODDI has not utilized the entire \$50,000 for renovations and repairs, LODDI, Inc. will repay the Board any monies not used for this purpose.

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

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

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Mr. Fuller, yes

Mr. Miller, yes
Dr. Rockhold, yes

C. Appoint Supported Living Committee

Per Board policy, the Board annually appoints members of the Supported Living Committee for a one year term. Jeannie Stahl has made the following recommendation and Superintendent Baldrige concurs.

SUPERINTENDENT'S RECOMMENDATION 19-07: Superintendent Baldrige recommended the Board appoint the following people to the Supported Living Committee for a one year term:

<u>Name</u>	<u>Representing</u>
Habilitation Manager	Adult Services
Linda Music	Parent of two Consumers
Phyllis Steele	Service and Support Administration
Jessica Cooper	Residential Service Provider
Jackie Haight	Consumer
Mary Beth Corderman	Consumer
Janet Seward	Residential Service Provider
Jeannie Stahl	Director of Community Support Services

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

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

Mr. Healey, yes

Mr. Miller, yes

Mrs. Williams, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Dr. Rockhold, yes

D. Approve Grant Proposals

Administration is requesting approval to apply for five grant opportunities.

SUPERINTENDENT'S RECOMMENDATION 20-07: Superintendent Baldrige recommended the Board authorize administration to apply for the following grant opportunities:

2. Ohio Children's Trust Fund

- To fund Family Fun Time, the Parenting Committee, and Parenting Partners instruction for Help Me Grow families.
- Grant Amount: \$11,875.00
- Local match of \$1,187.50 will be funded through fundraisers.

3. Ohio Children's Trust Fund

- To fund P.L.A.Y.T.I.M.E. for families involved in Early Intervention. Stipends will be offered to families for participation in this program.
- Grant Amount: \$2,280.00
- The local match of \$228.00 will be funded through a contribution by the Lima Beane Chorus.

4. American Dairy Association

- To implement nutrition education activities for students and parents to increase the calcium intake for students and to empower our students to be healthy eaters.
- Grant Amount: \$5,000
- No local match required.

4. Department of Health

- To fund purchase of automated external defibrillator

5. Miscellaneous Grants

- Peggy Cockerell may have the opportunity to apply for several miscellaneous grants. For March only, she may use her discretion in applying for these grants.

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

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

Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Williams, yes
Mr. Healey, yes

Mr. Fuller, yes
Dr. Rockhold, yes

E. Approve the Purchase of Two Cars

We have been purchasing Ford Taurus for many years through the Cooperative Purchasing Program. It has been a good car for us. Unfortunately, Ford is no longer making the Taurus. Therefore, Martha is recommending we purchase Chevrolet Impalas. It is comparable in size and specifications.

SUPERINTENDENT'S RECOMMENDATION 21-07: Superintendent Baldrige recommended the Board approve the purchase of two cars through the Cooperative Purchasing Program through the Department of Administrative Services. The specifics are as follows:

<u>Description</u>	<u>Cost per Unit</u>	<u>Total Cost</u>
2 – Chevrolet Impala	\$16,397.85	\$32,795.70
2 – 30 Day Tags	\$ 10.50	\$ 21.00
1 – Shop Manual	\$ 195.00	\$ 195.00
2 – Delivery Charges	\$ 156.00	\$ 312.00
TOTAL COST		\$33,323.70

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

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

Mrs. Williams, yes
Mr. Healey, yes

Mr. Fuller, yes
Mr. Miller, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

F. Authorize Recommendation to the Allen County Commissioners to Declare Light Fixtures Obsolete and Unsuitable for County Use

The old light fixtures in the Industries cafeteria and main lobby were kept. The thought was to sell them at the county auction. However, such items often don't sell at that auction. When that happens, we then have to pay for disposal. If we sell them for recycling, we would have to remove the ballasts and wiring. They would then pay us \$.04 per pound, or less than \$100 which might not offset the labor cost. Sargent's Auctioneers believe they can get between \$6.00 to \$12.00 per fixture. There are 44 fixtures in

storage. If that estimate is right, we would realize gross revenue of between \$264 and \$528. We would have to pay them 35% for auctioning the items. Although this brings us very little money, this seems to be our best option rather than continuing to pay storage and run the risk of having to pay for disposal following the county auction.

SUPERINTENDENT'S RECOMMENDATION 22-07: Superintendent Baldrige recommended the Board request the Allen County Commissioners declare the used light fixtures from the Industries cafeteria and main lobby obsolete and unsuitable for County use and authorize the Board to dispose of said light fixtures per O.R.C. §307.12B. The Board further authorizes the sale of these fixtures at Sargent’s Auctions if the Commissioners declare them to be obsolete and unsuitable for County use. The maximum estimated value of the 44 light fixtures is \$528, less the cost to auction them off.

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

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

Mr. Fuller, yes	Mrs. Goodin, yes	Mr. Healey, yes
Mr. Miller, yes	Mrs. Williams, yes	Dr. Rockhold, yes

G. Approve Inspection Reports and Reports of Correction

SUPERINTENDENT'S RECOMMENDATION 23-07: Superintendent Baldrige recommended the Board accept the following inspection reports and the corrective action taken if applicable:

1. Ohio Department of Agriculture/Ohio Department of Health inspection of the Food Service Operation on January 8, 2007. No violations were found. The inspector stated, “Food service operation is in excellent compliance.”
2. Department of Safety & Hygiene, Bureau of Workers’ Compensation inspection completed December 4, 2006. There were ten minor findings listed and all corrections have been made.
3. Lima Fire Equipment Company inspected the sprinkler system at the Industries and the exhaust hood in the School kitchen on December 15, 2006, and all fire extinguishers on campus on December 21, 2006. There were no findings on the sprinkler system and the kitchen hood. Some of the fire extinguishers required maintenance. That has been completed.

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

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

Mrs. Goodin, yes	Mr. Healey, yes	Mr. Miller, yes
Mrs. Williams, yes	Mr. Fuller, yes	Dr. Rockhold, yes

H. Approve Renewal of Leave a Legacy Program Local Partner License Agreement

We have been a member of Leave a Legacy for a year. Superintendent Baldrige has not used this resource fully, however, she would like to renew the agreement and do better during the next year. The cost is \$100 per year. What it has gained for us during this past year is that we have been listed as an agency in

the Leave a Legacy brochure that has been distributed. We also participated in a reception for potential donors. During the next year, Superintendent Baldrige wants to get permission to use the logo on items such as our newsletter and annual report.

SUPERINTENDENT'S RECOMMENDATION 24-07: Superintendent Baldrige recommended the Board approve renewing the Leave a Legacy Program Local Partner License Agreement for one year at a cost of \$100.

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

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

Mr. Healey, yes	Mr. Miller, yes	Mrs. Williams, abstain
Mr. Fuller, yes	Mrs. Goodin, yes	Dr. Rockhold, yes

I. Renew Membership in the Ohio School Boards Association

SUPERINTENDENT'S RECOMMENDATION 25-07: Superintendent Baldrige recommended the Board renew membership in the Ohio School Boards Association at an annual cost of \$400, purchase a subscription to Briefcase at a cost of \$110, and School Management News at a cost of \$185.

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

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

Mr. Miller, yes	Mrs. Williams, yes	Mr. Fuller, yes
Mrs. Goodin, yes	Mr. Healey, yes	Dr. Rockhold, yes

J. Approve Contract with Paulding County Board of MR/DD for Quality Assurance Services

We are in discussion with Paulding County regarding doing their Quality Assurance Reviews for them. Superintendent Baldrige is not absolutely sure they will use us; however, we should go ahead and approve the contract just in case.

SUPERINTENDENT'S RECOMMENDATION 26-07: Superintendent Baldrige recommended the Board approve the Contractual Agreement for Quality Assurance Services with Paulding County Board of MR/DD at a cost of \$505 per Quality Assurance Review.

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

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

Mrs. Williams, yes	Mr. Fuller, yes	Mrs. Goodin, yes
Mr. Healey, yes	Mr. Miller, yes	Dr. Rockhold, yes

K. Approve Minor Changes in Two Position Descriptions

Waiver Administrative Claiming is now gone as a funding stream and has been replaced with Medicaid Administrative Claiming. It is required that the position descriptions of the MAC Coordinator and the Assistant MAC Coordinator reflect this. Our MAC Implementation plan is due in a couple of weeks.

SUPERINTENDENT'S RECOMMENDATION 27-07: Superintendent Baldrige recommended the Board approve the revised position descriptions of the Director of Business, AD-502 and the Administrative Assistant – Fiscal/Technology, AD-202.

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

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

Mr. Fuller, yes
Mr. Miller, yes

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Dr. Rockhold, yes

L. Approve Accent One Stop Shop Partnership with DJFS

We have an opportunity to lease space from the Allen County Department of Job and Family Services. If we place a Job Developer at their location, we would be able to have more clients referred to us from the Accent Office. Most of these clients would be eligible for RSC. We would only be billed for the amount of time the Job Developer was actually at the DJFS location.

SUPERINTENDENT'S RECOMMENDATION 28-07: Superintendent Baldrige recommended the Board enter into an agreement with the Allen County Department of Job and Family Services to lease office space for one Job Developer at a cost not to exceed \$3,519.00 for one year.

Mr. Healey moved.

Mrs. Williams seconded.

Mr. Fuller, abstain
Mr. Miller, yes

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Dr. Rockhold, yes

XIII. Other Items to Come Before the Board

XIV. Adjournment

Mr. Fuller moved to adjourn the meeting at 5:41 p.m.

Mrs. Goodin seconded the motion to adjourn.

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Healey, yes
Mr. Fuller, yes

Mr. Miller, yes
Dr. Rockhold, yes

Regular Board Meeting
March 28, 2007 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Kathryn Williams, Recording Secretary