

January 30, 2008

01-08 Election of Officers

02-08 Establishment of Meeting Schedule for 2008

03-08 Approval of the Agenda

04-08 Approval of the Minutes of the December 19, 2007 Regular Board Meeting  
Concurrence with the payment of bills in December, pages 1-20, 22-33, and 35-40  
Hire of Misti Wilson as Help Me Grow Family Support Specialist  
Hire of Alexandra Sarsalari as part-time Help Me Grow Service Coordinator  
Resignation of Diana McLaughlin as Production Specialist  
Transfer of Amanda Coil from part-time Help Me Grow Service Coordinator to full-time  
Help Me Grow Service Coordinator  
Transfer of Vivian Fisher from Workshop Assistant to Production Specialist  
Transfer of Mamie VanDyke from Bus Driver – 12 Month to Bus Aide/Community Placement  
Driver  
Transfer of Peggy Surface from Educational Aide/Bus Aide to Educational Aide  
Transfer of Amy Werking form Educational Aide to Educational Aide/Bus Aide

05-08 Concurrence with the payment of bills in December, page 21

06-08 Concurrence with the payment of bills in December, page 34

07-08 Approve Intra-Fund Transfers  
Approve Inter-Fund Transfers  
Approve Supplemental Appropriations  
Approve Amended Estimated Resources as Required by State Law for Variances>10%

08-08 Policy Actions

- 7.11 Contracting for Second Reading
- 7.12 Grant Applications/Acceptance for Second Reading
- 5.2 General Hiring and Employment for Emergency Adoption
- 8.1.9 Early Intervention for Emergency Adoption

09-08 Approval of Contracts and/or Agreements

- 1. Room and Board Contract with Champaign Residential Services
- 2. Agreement of Services with Joe Vance
- 3. Agreement of Services with Perry School District

10-08 Approve Statement of Best Practice

11-08 Adopt Program Calendar for 2008 – 2009

12-08 Appoint Supported Living Committee

13-08 Approve Advance of Funds to LODDI, Inc.

14-08 Approve Modifications to the following Position Descriptions:

Employment Coordinator  
Employment Specialist  
Job Developer

15-08 Approve the Purchase of Cars through State Cooperative Purchasing Program

16-08 Accept the following Inspection Reports and Reports of Correction:

Division of State Fire Marshal  
Wagner Overhead Door, Inc.

17-08 Approve Additional Funds for Staff Appreciation Dinner

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

**MINUTES**  
**January 30 2008**

**4:45 p.m. Organizational Meeting**  
**4:55 Regular Board Meeting**  
2500 Ada Road, Lima OH

**OATH OF OFFICE**

Gregory A. Miller has been re-appointed to the Board by Judge Glenn Derryberry. His term commenced effective January 1, 2008 and will continue through December 31, 2011. Mr. Miller was initially appointed to the Board on August 31, 2000. He was reappointed in 2004 for a second term. Mr. Miller is the Plant Controller at Wilson Sporting Goods Company where he has worked since 1989. Prior to that, he worked at General Dynamics as an Analyst. Mr. Miller has a brother who receives residential and day habilitation services through the Board. With his business back ground and insights as a family member of someone we serve, he is a vital member of our Board and serves as the Chair of our Finance Committee.

Judge Derryberry administered the oath of office to Mr. Miller.

I. Roll Call for Organizational Meeting

The Allen County Board of Mental Retardation and Developmental Disabilities held its organization meeting on Wednesday, January 30, 2008. President Rockhold called the meeting to order with the following roll call response:

Mr. David Bowers, excused  
Mr. Edward Healey, present  
Dr. Jon Rockhold, present

Mr. Charles Fuller, excused  
Mr. Gregory Miller, present

Mrs. Gina Goodin, present  
Mrs. Kathryn Williams, present

II. Organizational Business

A. Election of Officers

NOMINATING COMMITTEE RECOMMENDATION 01-08: The Nominating Committee recommended and so moved the election of the following slate of officers for 2008:

President	Gina Goodin
Vice President	Greg Miller
Recording Secretary	Kathy Williams

Mr. Healey moved to approve the agenda.

Mr. Miller seconded the motion to approve the agenda.

Mrs. Goodin, yes  
Mrs. Williams, yes

Mr. Healey, yes  
Dr. Rockhold, yes

Mr. Miller, yes

B. Establishment of Meeting Schedule for 2008

SUPERINTENDENT'S RECOMMENDATION 02-08: Superintendent Baldrige recommended the following Board Meeting schedule:

All meetings begin at 4:45 p.m. in the Administration Building

March 17, 2008  
April 21, 2008  
May 19, 2008  
July 21, 2008  
August 25, 2008  
September 22, 2008  
October 20, 2008  
November 17, 2008  
December 15, 2008  
January 26, 2009 \*

\* Organizational Meeting for 2009

Mrs. Goodin 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  
Dr. Rockhold, yes

Mr. Miller, yes

III. Adjournment

Mr. Healey moved to adjourn the organizational meeting at 4:55 p.m.

Mr. Miller seconded the motion to adjourn.

Mr. Healey, yes  
Mrs. Goodin, yes

Mr. Miller, yes  
Dr. Rockhold, yes

Mrs. Williams, yes

**REGULAR MEETING**

I. Roll Call for Regular Board Meeting

The Allen County Board of Mental Retardation and Mental Retardation met in regular session on Wednesday, January 30, 2008. President Goodin called the meeting to order at 4:56 p.m. with the following roll call response:

Mr. David Bowers, excused  
Mr. Gregory Miller, present  
Mrs. Gina Goodin, present

Mr. Charles Fuller, excused  
Dr. Jon Rockhold, present

Mr. Edward Healey, present  
Mrs. Kathryn Williams, present

II. Revision and Acceptance of the Agenda

RESOLUTION 03-08:

Dr. Rockhold moved to approve the agenda.

Mr. Healey seconded the motion to approve the agenda.

Mr. Healey, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes

Mrs. Williams, yes

III. Correspondence

IV. Hearing of the Public

Mike Steiger, Human Resource Director, informed the Board that we received a Front Runner Award from the United Way. MRDD employees increased their donations by 30% over last year. 111 employees participated in the United Way campaign.

V. Reports

A. Staff Report – Angie Herzog, Jeannie Stahl and Martha Nance discussed the transition to Adult Day Array and Non-Medical Transportation.

Best Practice – Beth Anspach from the American Heart Association talked with the Board about wellness programs for employees. Our Insurance Committee and a Wellness Committee are working on developing a wellness program for our Board.

VI. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 04-08: Superintendent Baldrige recommended the Board consent to the following items:

A. Approval of the minutes of the December 19, 2007 regular 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 – 20, 22 – 33, and 35 – 40.
- C. Accept the Personnel Report
  - 1. New Hires
    - a. Misti Wilson was hired in the position of part-time Help Me Grow Family Support Specialist effective January 18, 2008, at an hourly rate of \$13.42 per hour.
    - b. Alexandra Sarsalari was hired into the position of part-time Help Me Grow Service Coordinator effective January 7, 2008 at the rate of pay of \$15.64/ hour. She previously worked for the Board as a substitute Workshop Assistant/Bus Aide.
  - 2. Terminations
    - a. Diana McLaughlin resigned from her position as a Production Specialist effective 12/20/07. It was a disability separation.
  - 3. Transfers
    - a. Amanda Coil transferred from a part-time Help Me Grow Service Coordinator position to a full-time Help Me Grow Service Coordinator position effective December 3, 2007 at the same rate of pay.
    - b. Vivian Fisher transferred from Workshop Assistant to Production Specialist effective January 17, 2008 at AFSCME Salary Step 5.
    - c. Mamie VanDyke transferred from Bus Driver – 12 Month to Bus Aide/ Community Placement Driver effective January 23, 2008 at AFSCME Salary Step 20.
    - d. Peggy Surface transferred from the position of Educational Aide/Bus Aide a.m. route to the position of Educational Aide effective January 31, 2008, remaining at step 18 of the Salary Schedule.
    - e. Amy Werking transferred from the position of Educational Aide to Educational Aide/Bus Aide, a.m. route effective January 31, 2008, remaining at Step 21 of the Salary Schedule.

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

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

Mr. Healey, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes

Mrs. Williams, yes

VII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 05-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 21.



Fund 2075, Family Resource Services

1. Reimbursements 1,428.21

Fund 2077, Residential Services

1. Other Receipts 3,600.27

Fund 2460, Early Childhood Special Education, IDEA, FY 07

1. Grant Revenue 3,378.51

Fund 2469, Special Education, Part B, IDEA, FY 07

1. Grant Revenue 10,194.68

Fund 2930, Unspecified

1. Donations 2,364.90

2. Interest 595.63

B. Administrative

1. Children's Services Report

2. Adult Services Report

3. Community Support Services Report with Minutes of the LODDI, Inc. Board meeting of December 13, 2007

4. Help Me Grow Report

5. Human Resource Report and HR Newsletters

IX. Old Business

X. Board Discussion

XI. Committee Reports

A. Ethics Council

B. Finance Committee – Met January 29, 2008

FINANCE COMMITTEE'S RECOMMENDATION 07-08: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

From 10010117 173001, Administration, Workmen's Compensation

To 10010117 176020, Administration, Employee Screenings

\$2,334.15 to cover the costs of employee screening due to new requirements.

From 10010117 174001, Administration, Unemployment  
To 10010117 170005, Administration, Salary – Employee  
\$1,515.00 to cover unanticipated salary costs due to employee payouts.

From 10010117 179001, Administration, Reserve Fund  
To 10010131 340005, Administration, Services Consulting  
\$10,450 to cover extraordinarily high cost of State Audit.

From 10010117 179001, Administration, Reserve Fund  
To 10010131 370629, Administration, Dues  
\$21,500 to cover a timing issue on dues payment.

From 10010117 173001, Administration, Workmen’s Compensation  
To 10010117 170005, Administration, Salary – Employee  
\$11,846.88 to cover costs not anticipated in the budget

From 10010117 173001, Administration, Workmen’s Compensation  
To 10010117 172001, Administration, Medicare  
\$127 to cover unanticipated costs due to employee payout.

From 10010117 173001, Administration, Workmen’s Compensation  
To 10010117 175004, Administration, Dental Premiums  
\$65 to cover cost increase.

From 20020131 310004, Plant Maintenance, Utilities – Telephone  
To 20020121 216002, Plant Maintenance, Janitorial Supplies  
\$1,000 to cover higher than anticipated costs.

From 20020131 310004, Plant Maintenance, Utilities – Telephone  
To 20020131 330612, Plant Maintenance, Repairs – Electrical  
\$500 to cover costs higher than anticipated.

From 30030117 170005, Children’s Services, Support, Salary  
To 30030117 171002, Children’s Services, Support, STRS  
\$1,100 to cover a shortfall in STRS

From 30030217 175001, Children’s Services, Early Intervention, Medical Premiums  
To 30030217 170005, Children’s Services, Early Intervention, Salary  
\$8,100 to cover shortfall in salaries due to summer supplemental pay.

From 30030217 175001, Children’s Services, Early Intervention, Medical Premiums  
To 30030217 171002, Children’s Services, Early Intervention, STRS  
\$1,100 to cover shortfall in STRS due to summer supplemental pay.

From 30030217 175001, Children’s Services, Early Intervention, Medical Premiums  
To 30030217 172001, Children’s Services, Early Intervention, Medicare  
\$100 to cover a shortfall in Medicare due to summer supplemental pay.

From 30030317 170005, Children's Services, Preschool, Salary  
To 30030317 171002, Children's Services, Preschool, STRS  
\$100 to cover a shortfall in STRS.

From 30030231 340232, Children's Services, Early Intervention, Occupational Therapy  
To 30030231 340234, Children's Services, Early Intervention, Physical Therapy  
\$662.69 to cover costs of required services.

From 40040217 175001, Adult Services, Pre-Vocational/Transitional, Medical Premiums  
To 40040117 170005, Adult Services, Support, Salary  
\$3,500 to cover shortfall

From 40040217 175001, Adult Services, Pre-Vocational/Transitional, Medical Premiums  
To 40040117 170043, Adult Services, Support, Salary – Temporary Employees  
\$2,000 to cover costs of substitute staff.

From 40040217 175001, Adult Services, Pre-Vocational/Transitional, Medical Premiums  
To 40040117 175001, Adult Services, Support, Medical Premiums  
\$1,000 to cover shortfall in medical premiums.

From 40040331 340599, Adult Services, Contracted Services, Services Sundry  
To 40040631 360499, Adult Services, Supported Employment, Travel Sundry  
\$1,500 to cover higher than anticipated travel costs.

From 40040331 340599, Adult Services, Contracted Services, Services Sundry  
To 40040121 219099, Adult Services, Support, Sundry  
\$1,100 to cover copier costs and cost of micro-enterprise.

From 40040331 340599, Adult Services, Contracted Services, Services Sundry  
To 40040121 211000, Adult Services, Support, Office Supplies  
\$1,377.50 to cover cost of paper which exceeded budget.

From 40040331 340599, Adult Services, Contracted Services, Services Sundry  
To 40040121 219099, Adult Services, Support, Sundry  
\$1,000 to cover costs which exceeded budget.

From 40040331 340599, Adult Services, Contracted Services, Services Sundry  
To 40040121 211000, Adult Services, Support, Office Supplies  
\$1,500 to cover costs which exceeded budget.

From 50050117 170042, Transportation, Salary – Bus Drivers  
To 50050117 175001, Transportation, Medical Premiums  
\$28,000 to cover increased costs and staff changes.

From 50050131 340445, Transportation, Services – Transportation  
To 50050117 170047, Salary – Employees – Community Placement  
\$8,000 to cover costs exceeding budget.

From 50050131 340445, Transportation, Services – Transportation  
To 50050117 170048, Transportation, Salary – Temporary Employee – Community Placement  
\$11,000 to cover costs which exceeded budget due to wage continuation policy.

From 60060117 175001, Cafeteria, Medical Premiums  
To 60060117 170043, Cafeteria, Salary – Temporary Employees  
\$800 to cover shortfall in line item.

From 60060117 175001, Cafeteria, Medical Premiums  
To 60060117 171001, Cafeteria, PERS  
\$200 to cover shortfall in line item.

From 70070117 170005, Community Support Services, Salary – Employees  
To 70070117 175001, Community Support Services, Medical Premiums  
\$1,000 to cover increased costs.

From 70070117 170005, Community Support Services, Salary  
To 70070121 211000, Community Support Services, Office Supplies  
\$1,377.50 to cover costs which exceeded budget.

From 90090117 176020, Help Me Grow, Employee Screenings  
To 90090131 340005, Help Me Grow, Consulting Services  
\$45 to cover costs which exceeded budget.

From 20751621 212002, Family Resource Services, Special Diets  
To 20751631 340215, Family Resource Services, Services, In-Home Care  
\$500 to cover the cost of care which exceeded budget.

#### Approve Inter-Fund Transfers

From 10010194 940001, General Fund, Advance Out  
To 20780492 590902, Innovative Programs, Title V, Advance In  
\$198.32 to fully expend grant award.

From 10010194 940001, General Fund, Advance Out  
To 24600492 590902, Early Childhood Special Education IDEA, Advance In  
\$6,000 to cover costs until grant funds arrive.

From 10010194 940001, General Fund, Advance Out  
To 24690492 590902, Special Education, Part B, IDEO, Advance In  
\$13,680 to cover costs until grant funds arrive.

From 10010193 930001, General Fund, Transfer Out  
To 20770491 590901, Residential Fund, Transfer In  
\$4,212.35 to move supported employment match funds back into residential.

Approve Supplemental Appropriations

- To 90090131 340005, Help Me Grow, Services Consulting  
\$500 to cover cost of Spanish Interpreters.
- To 90090131 360499, Help Me Grow, Travel Sundry  
\$1,200 to cover travel which exceeded budget
- To 90090121 216060, Help Me Grow, Family Fun Time  
\$1,000 to cover costs higher than anticipated.
- To 90090117 170005, Help Me Grow, Salary  
\$31,025 to cover costs resulting from employee payouts.
- To 90090117 171001, Help Me Grow, PERS  
\$3,420 to cover costs due to employee payouts.
- To 90090117 172001, Help Me Grow, Medicare  
\$268 to cover costs due to employee payouts.

Approve Amended Estimated Resources as Required by State Law for Variances > 10%

ALLEN COUNTY BOARD OF MR/DD				2007		2007	
				BUDGET	10%	ACTUAL	INCREASE
				PRIOR		YTD	(DECREASE)
				PRIOR		NEW	
				ESTIMATE		ESTIMATES	
<b>GENERAL OPERATING - FUND 2018</b>							
<b>REVENUE RECEIPTS - MR/DD</b>							
00180204	543554		SERVICE - TUITION	60,000	6,000	28,250	(31,750.00)
00180204	543703		SALES -CAFETERIA	22,000	2,200	26,230	4,230.00
00180204	543891		OTHER ENROLLEE FEES	3,500	350	4,127	626.50
00180208	580321		HMG GRANTS/OTHER OPERATING	11,450	1,145	12,911	1,461.00
00180208	580322		FED'L SCHOOL BREAKFAST PROGRAM	12,000	1,200	10,626	(1,373.83)
00180208	580323		FED'L SCHOOL LUNCH PROGRAM	26,000	2,600	18,931	(7,068.75)
00180208	580324		OTHER - MRDD	90,000	9,000	21,400	(68,600.00)
00180480	580888		REFUNDS	1,000	100	4,470	3,470.00
00180480	580999		SUNDRY REVENUE	1,000	100	11,375	10,375.00
<b>FAMILY RESOURCES SERVICE - FUND 2075</b>							
<b>REVENUE</b>							
20750411	511699		OTHER RECEIPTS	500	50	0	(500.00)
20750492	590902		ODMRDD ALLOCATION	20,000	2,000	0	(20,000.00)
<b>RESIDENTIAL SERVICES - FUND 2077</b>							
<b>REVENUE</b>							
20770108	545003		HOUSING	75,000	7,500	0	(75,000.00)
20770108	580610		ODMRDD ALLOCATION	431,230	43,123	552,590	121,359.68

<b>PERMANENT IMPROVEMENT - FUND 4018</b>							
<b>REVENUE</b>							
40180202	520003		MOBILE HOME TAX	2,245	225	1,555	(689.67)
<b>EARLY CHILDHOOD SPECIAL EDUCATION IDEA FY 07 - FUND 2460</b>							
<b>REVENUE</b>							
24600308	580300	46007	GRANT REVENUE	16,000	1,600	19,733	3,732.97
<b>UNRESTRICTED FUNDS - FUND 2930</b>							
<b>REVENUE</b>							
29300259	590002		DONATIONS - UNRESTRICTED	100,000	10,000	22,000	(78,000.00)
29300210	510001		INTEREST INCOME	6,000	600	7,825	1,825.00
<b>EARLY CHILDHOOD EDUCATION IDEA - FUND 2460</b>							
<b>REVENUE</b>							
24600308	580300	46007	GRANT REVENUE	50,772	5,077	34,719	(16,053.00)
<b>SPECIAL EDUCATION, PART B, IDEA - FUND 2469</b>							
<b>REVENUE</b>							
24690308	580300	46907	GRANT REVENUE	195,180	19,518	118,534	(76,645.00)

Dr. Rockhold moved.

Mrs. Williams seconded the motion of the Finance Committee.

Mrs. Williams, yes  
Mrs. Goodin, yes

Mr. Healey, yes

Dr. Rockhold, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee – Met December 19, 2007

No comments have been received on the Contracting or Grant Applications/Acceptance Policies during the last month.

In preparation for ODMRDD accreditation, we need to have in policy that the Board will not hire people less than 18 years of age in certain positions. This has informally been our policy; however, we are now putting it in writing. Reviewing that policy stimulated various other changes as well. Peggy has reviewed the Early Intervention policy and is proposing revisions to bring it into compliance with current regulations.

POLICY COMMITTEE RECOMMENDATION 08-08: The Policy Committee recommended and so moved the following actions:

Accept Policy for Second Reading

- 7.11 Contracting
- 7.12 Grant Applications/Acceptance

Accept Policy for Emergency Adoption

- 5.2 General Hiring and Employment
- 8.1.9 Early Intervention

Mr. Healey moved.

Mrs. Williams seconded the motion of the Policy Committee.

Mr. Healey, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes

Mrs. Williams, yes

XII. New Business

A. Approve Contracts and/or Agreements

SUPERINTENDENT'S RECOMMENDATION 09-08: Superintendent Baldrige recommended the Board approve the following agreements and/or contracts:

Type: Room and Board Contract  
Party: Champaign Residential Services, Inc.  
Term: December 1, 2007 through June 30, 2008  
Purpose: Establish room and board payments for residents in licensed facilities.  
Cost: Up to \$21.98 per day per resident

Type: Agreement for Services  
Party: Joe Vance  
Term: January 1, 2008 through December 31, 2008  
Purpose: To reimburse for assistance in APPLE presentations provided in the community  
Cost: \$7.00 per hour

Type: Agreement for Services  
Party: Perry School District  
Term: January 14, 2008 and reviewed intermittently  
Purpose: Cover cost of one-on-one Educational Aide  
Cost: \$10.93 per hour of service, payable to MR/DD

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

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

Mr. Healey, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes

Mrs. Williams, yes

B. Approve Statement of Best Practice

As a result of strategic planning, we have been meeting with providers of services on a monthly basis. The first task we undertook was to develop a Statement of Best Practice. It is now ready for Board approval.

SUPERINTENDENT'S RECOMMENDATION 10-08: Superintendent Baldrige recommended the Board approve the Statement of Best Practice.

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

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

Mr. Healey, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes

Mrs. Williams, yes

C. Adopt Program Calendar for 2008 - 2009

The Marimor Educational Association and staff in Adult Services have worked to develop a program calendar for 2008 through 2009.

SUPERINTENDENT'S RECOMMENDATION 11-08: Superintendent Baldrige recommended the Board adopt the proposed Program Calendar for 2008 -2009.

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

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

Dr. Rockhold, yes  
Mrs. Goodin, yes

Mrs. Williams, yes

Mr. Healey, yes

D. 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 12-08: Superintendent Baldrige recommended the Board appoint the following people to the Supported Living Committee, effective March 1, 2008 through February 28, 2008:

<u>Name</u>	<u>Representing</u>
Matt Burklo	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

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

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

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

E. Approve Advance of Funds to LODDI, Inc.

LODDI, Inc. is receiving money from the Ohio Department of MR/DD for various renovations and improvements to a number of their houses. Unfortunately, the State money will not arrive until after the renovations are completed. LODDI, Inc. does not have the cash flow available to handle this situation. Therefore, an advance is needed until the State money arrives.

SUPERINTENDENT'S RECOMMENDATION 13-08: Superintendent Baldrige recommended the Board approve the advance of up to \$30,000 to LODDI, Inc. for renovations pending the receipt of State money.

Mr. Healey 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	Dr. Rockhold, yes
Mrs. Goodin, yes		

F. Approve Modifications to Position Descriptions

In preparation for Ohio Department of MR/DD accreditation, there are a few minor changes to position descriptions which need to be made. Due to the minor nature of these changes; the Personnel Committee was not consulted.

SUPERINTENDENT'S RECOMMENDATION 14-08: Superintendent Baldrige recommended the Board approve the following changes to position descriptions:

Employment Coordinator	The experience requirements have been changed to be more specific.
Employment Specialist	The experience requirements have been changed to be more specific.
Job Developer	The educational and experience requirements have been changed.

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

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

Mrs. Williams, yes  
Mrs. Goodin, yes

Mr. Healey, yes

Dr. Rockhold, yes

G. Approve the Purchase of Cars through State Cooperative Purchasing Program

Annually, we budget for and purchase two cars through the State Cooperative Purchasing Program. Martha researched whether it is advisable to purchase more cars due to the IRS mileage rate going up to \$0.505. After discussing the issue with the Finance Committee, it was decided to recommend the purchase of three cars instead of two through the Cooperative Purchasing Program.

SUPERINTENDENT'S RECOMMENDATION 15-08: Superintendent Baldrige recommended the Board approve the purchase of three cars through the Cooperative Purchasing Program of the Ohio Department of Administrative Services as follows:

		Unit Price	Total Price
3	Impala Chevrolet	\$15,714.00	\$47,142.00
3	Delivery Charge	\$ 60.00	\$ 180.00
3	30-Day Tags	\$ 10.50	<u>\$ 31.50</u>
	TOTAL		\$47,353.50

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

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

Mrs. Williams, yes  
Mrs. Goodin, yes

Mr. Healey, yes

Dr. Rockhold

H. Accept Inspection Reports and Reports of Correction

SUPERINTENDENT'S RECOMMENDATION 16-08: Superintendent Baldrige recommended the Board accept the following inspection reports and corrective actions:

Inspector: Division of State Fire Marshal  
Type: Fire Safety  
Date of Inspection: January 3, 2008  
Date of Corrections: January 11, 2008

Inspector: Wagner Overhead Door, Inc.  
Type: Overhead Door Safety  
Date of Inspection: October 5, 2007  
Date of Corrections: October 19, 2007

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

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

Mrs. Williams, yes  
Mrs. Goodin, yes

Mr. Healey, yes

Dr. Rockhold, yes

I. Approve Additional Funds for Staff Appreciation Dinner

The reservations are pouring in for the staff appreciation dinner. The total cost per dinner is \$14.10 at the Old Barn Out Back. The DJ cost is \$350, which we understand is the going rate. As of today, there are 231 reservations, making our cost \$3,607.10. The Board approved \$3,200. Superintendent Baldrige asked for an additional \$600 to cover the costs of the dinner.

SUPERINTENDENT'S RECOMMENDATION 17-08: Superintendent Baldrige recommended the Board approve an additional \$600 for the staff appreciation party scheduled for February 1, 2008.

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

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

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

XIII. Other Items to Come Before the Board

XIV. Adjournment

Dr. Rockhold moved to adjourn the meeting at 6:00 p.m.

Mr. Healey seconded the motion to adjourn.

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

Regular Board Meeting  
March 17, 2008 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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Kathryn Williams, Recording Secretary