

October 25, 2006

- 124-06 Approval of the Agenda
- 125-06 Approval of the Minutes of the September 27, 2006 Board Meeting
 - Concur with Payment of Bills, pages 1-32, 34-41
 - Approval of Hire of Angela Leighton as 9-month Bus Driver
 - Approval of Hire of Cynthia Wise-Sawmiller as Help Me Grow Service Coordinator
 - Approval of Hire of April Perrott as Help Me Grow Service Coordinator
 - Approval of Resignation of Amanda Coil as Help Me Grow Service Coordinator
 - Approval of Resignation of Dwight Hayes as 9-month Bus Driver
 - Approval of Resignation of Jodi Rinehart as Help Me Grow Service Coordinator
- 126-06 Concur with Payment of Bills, page 33
- 127-06 Approval to Take Resolution to Enter into Job Share Agreement off the Table
- 128-06 Approve Employment Agreement Permitting Job Sharing
- 129-06 Approve Direct Service Contracts
- 130-06 Approve Intra-Fund Transfers
- 131-06 Approve Negotiated Agreement with Marimor Education Association
- 132-06 Approval to Eliminate Job Position TR-202, Secretary and Create a TR-204, Administrative Assistant and a TR-104, Community Placement Driver Position
- 133-06 Approval to Adjust Salaries of Non-Union Employees
- 134-06 Approval to Adjust Salary of Administrative Assistant for Help Me Grow and Service and Support Assoc Supervisor
- 135-06 Approval to Adjust Salary of the Superintendent
- 136-06 Approval to Adopt Salary Ranges for Non-Union Personnel
- 137-06 Approval to Adopt the Following Policy
 - 7.10 Title XX Eligibility and Reimbursement
 - Approval to Emergency Adopt Policy and Continue as Second Reading
 - 5.8.2 Leave Donation Policy
- 138-06 Approve a Grant to LODDI, Inc for Home Renovations
- 139-06 Accept Inspection Reports
- 140-06 Grant Permission to do Research

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES
October 25, 2006

4:45 p.m. Regular Meeting
Administration Building
Location - 2500 Ada Road
Lima, OH 45801

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Wednesday, October 25, 2006. President Rockhold called the meeting to order at 4:50 p.m. with the following roll call response

Mr. Charles Fuller, present
Mr. Robert Honigford, present
Dr. Jon Rockhold, present

Mrs. Gina Goodin, present
Mr. Gregory Miller, present

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

II. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Request to do Research

Superintendent Baldrige

RESOLUTION 124-06:

Mr. Healey moved to approve the agenda.

Mr. Miller seconded the motion to approve the agenda.

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Mr. Fuller, yes

Mr. Honigford, yes
Dr. Rockhold, yes

III. Correspondence

IV. Hearing of the Public

V. Reports

- A. Staff Report – Omitted Due to Joint Board Meeting
- B. Best Practice – Self-Determination Video

VI. Consent Agenda

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

SUPERINTENDENT’S RECOMMENDATION 125-06: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the September 27, 2006 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 – 32, and 34 – 41.
- C. Personnel Report
 - 1. New Hires
 - a. Angela Leighton was hired as a 9-month Bus Driver effective October 13, 2006 at Step 5 on the AFSCME Salary Scale.
 - b. Cynthia Wise-Sawmiller was hired as a Help Me Grow Service Coordinator effective October 18, 2006 at an annual salary of \$29,000.
 - c. April Perrott was hired as a Help Me Grow Service Coordinator effective November 6, 2006 at an annual salary of \$29,000.
 - 2. Terminations
 - a. Amanda Coil resigned from her position as a Help Me Grow Service Coordinator effective October 6, 2006.
 - b. Dwight Hayes resigned from his position as a 9-month Bus Driver effective October 12, 2006.
 - c. Jodi Rinehart resigned from her position as a Help Me Grow Service Coordinator effective October 20, 2006.

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

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

Mr. Healey, yes
Mr. Fuller, abstain

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Dr. Rockhold, yes

VII. Exception Agenda

- A. Bills Paid

SUPERINTENDENT’S RECOMMENDATION 126-06: Superintendent Baldrige recommended the Board consent to the following items:

- A. Concur with the Payment of Bills for programs operated by the Allen County Board of MR/DD, page 33.

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

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

Mr. Honigford, yes
Mrs. Goodin, abstain

Mr. Miller, yes
Mr. Healey, yes

Mr. Fuller, yes
Dr. Rockhold, yes

VIII. Superintendent's Report

- A. Fiscal – September Revenue

Fund 2018, General Fund

1.	Local Property Tax	
a.	Personal Property Tax	221,654.25
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,210.70
b.	Sales Cafeteria	3,145.20
c.	Other Enrollee Fees	251.00
d.	Services - Supported Employment	7,809.90
e.	Services - Transportation	224.50
f.	Services – Other	38,440.82
3.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	63,427.61
b.	Dept. of Ed. Funding-Preschool	10,747.08
c.	Dept. of Ed. Transportation	8,372.91
d.	Tax Equity – MR/DD	97,807.06
e.	HMG TANF	23,710.86
f.	HMG GRF	2,527.34
g.	HMG Part C	11,586.56
h.	Other – MR/DD	10,820.40
i.	Other – Receipts	833.19
4.	Other	
a.	Refunds	76.27
b.	Employee Portion of Hospitalization	22,178.88
c.	Employee Optional Life	1,522.14
d.	Sundry Revenue	232.96

Fund 2075, Family Resource Services

1. Reimbursements 262.50

Fund 2077, Residential Services

1. MR/DD Allocation 35,956.00
2. Other Receipts 4,580.33

Fund 2460, Early Childhood Special Ed, IDEA

1. Grant 2,458.74

Fund, 2469, Special Education, Part B, IDEA

1. Grant 10,126.67

Fund 2930, Unspecified

1. Donations 1,104.00
2. Interest 631.25

Fund 4018, Permanent Improvement

1. Local Property Tax
a. Personal Property Tax 21,633.06
2. Sundry Revenue 910.50

C. Administrative

1. Children's Services Report
2. Adult Services Report
3. Community Support Services Report with LODDI, Inc. Minutes and Financial Statements from October 5, 2006
4. Help Me Grow Report
5. Human Resource Report - HR Newsletter

IX. Old Business

A. Take Resolution to Enter into Job Share Agreement off the Table

SUPERINTENDENT'S RECOMMENDATION 127-06: Superintendent Baldrige recommended the Board take the resolution to enter into a Job Share Agreement off the Table.

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

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

Mr. Miller, yes
Mr. Healey, yes

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

B. Approve Employment Agreement Permitting Job Sharing

Last month, the Board opted to table the proposed Job Share Agreement for one month. Greg Scott has again reviewed the proposed Agreement and finds it to be acceptable.

SUPERINTENDENT'S RECOMMENDATION 127-06: Superintendent Baldrige recommended the Board approve the Employment Agreement between Sheryll Philby and Teena Rife and the Board, permitting job sharing.

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

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

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, no

Mr. Healey, yes
Dr. Rockhold, yes

X. Board Discussion

XI. Committee Reports

A. Ethics Council – Met, October 25, 2006

1. Approve Direct Service Contracts

ETHICS COUNCIL'S RECOMMENDATION 128-06: 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>
Stephanie Patterson	1 Year	\$12.00 per hour
IHS Services, Inc.	1 Year	\$16.00 per hour
Jacquelyn Sevier	1 Year	\$12.00 per hour

Mr. Fuller moved.

Mr. Honigford seconded the motion of the Ethics Council.

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Dr. Rockhold, yes

B. Finance Committee – Met October 24, 2006

1. Approve Intra-Fund Transfers

FINANCE COMMITTEE’S RECOMMENDATION 129-06: The Finance Committee recommended and so moved the Board approve the following intra-fund transfers:

- | | |
|---------|--|
| \$4,150 | From 10010117-175001, Administration, Medical Premiums
To 10010117-176020, Administration, Employee Screenings |
| \$700 | From 20020117-170005, Plant Maintenance, Salary – Employees
To 20020131-310003, Plant Maintenance, Garbage Collection |
| \$1,000 | From 20020117-170005, Plant Maintenance, Salary – Employees
To 20020131-340599, Plant Maintenance, Services Sundry |
| \$2,000 | From 40040131-360499, Adult Services Support, Contract Services
To 40040521-216030, Adult Services, Industrial Systems, Materials and Supplies |
| \$2,000 | From 90090117-170005, Help Me Grow, Salary – Employees
To 90090121-211000, Help Me Grow, Office Supplies |
| \$830 | From 90090121-216060, Help Me Grow, Family Fun Time Expense
To 90090117-176020, Help Me Grow, Employee Screenings |
| \$500 | From 20751617-170044, Family Resource Services, Salary – Out-of-Home
To 20751631-370720, Family Resource Services, Counseling, Training and Education |

All transfers are to meet unmet needs with excess funds in other accounts.

Mr. Miller moved.

Mr. Honigford seconded the motion of the Finance Committee.

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Mr. Fuller, yes

Mr. Honigford, yes
Dr. Rockhold, yes

C. Personnel Committee – Met October 24, 2006

1. Approve Negotiated Agreement with the Marimor Education Association

A tentative agreement was reached on October 17, 2006 with the teacher's union, Marimor Education Association. Their membership ratified the agreement on October 18.

PERSONNEL COMMITTEE'S RECOMMENDATION 130-06: The Personnel Committee recommended and so moved to approve the Negotiated Agreement between the Marimor Education Association and the Allen County Board of MR/DD, effective July 1, 2006 through June 30, 2009.

Mr. Miller moved.

Mr. Honigford seconded the motion.

Mr. Honigford stated his concerns with increasing our expenses and not knowing how much more of our revenue will be cut in the future and that we may be accelerating the day that more cuts will need to be made. He also realizes that we need to keep employees.

Mr. Healey, yes
Mr. Fuller, yes

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Dr. Rockhold, yes

2. Eliminate Job Position TR-202, Secretary and Create a TR-204, Administrative Assistant Position and a TR-104, Community Placement Driver Position

To increase organizational effectiveness and efficiency, it is recommended that the secretary in the Transportation Department be replaced with an administrative assistant position. By creating a Community Placement Driver position, we meet a need and prevent a lay off.

PERSONNEL COMMITTEE'S RECOMMENDATION 131-06: The Personnel Committee recommended and so moved that the position of Secretary, TR-202 be eliminated and that the Board create a position of Administrative Assistant, TR-204 and a position of Community Placement Driver, TR-104 effective November 9, 2006

Mr. Fuller moved.

Mr. Honigford seconded the motion.

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Mr. Healey, yes

Mr. Fuller, yes
Dr. Rockhold, yes

3. Adjust Salaries of Non-Union Employees – Effective August 1, 2006

Last Name	First Name	Title	Salary	Bonus
Bassitt	Heather	Resource Aide	\$26,927	
Bond	Scott	Human Resource Director	\$58,795	
Brown	Melissa	HMG-Fam. Supp. Spec.	\$11.89	
Burnett	Katherine	Nursing Coordinator	\$63,255	\$1.00
Calvelage	Christine	Admin Asst. - Fiscal/Technology	\$39,170	

Cartwright	Vickie	Service and Support Associate	\$43,560	
Chapman	Rachael	HMG Service Coord	\$33,255	
Cockerell	Peggy	Director of Education	\$74,965	
Conley	Melodie	Employment Services Manager	\$51,725	
Diller	Andrew	Student Services Coordinator	\$39,155	
Ducey	Jeff	Job Developer	\$30,260	
Dunbar	Anne	Intake Coordinator	\$45,660	
Ernest	Bethany	Service and Support Associate	\$33,130	
Evans	Shirley	MUI Investigator	\$48,350	
Felgar	Theresa	Admin Asst. - Industry	\$34,070	
Fitzgerald	Michael	Maintenance Foreman	\$41,650	
Foster	Susan	Adult Services Nurse	\$47,380	\$218
Guyton	Steven	Early Childhood Educ. Coordinator	\$59,650	\$1,205
Hardesty	Joan	Cook	\$27,715	
Heminger	Terrence	Marketing Representative	\$30,660	
Hendrickson	Shannon	Service and Support Associate	\$35,000	
Herzog	Angela	Adult Services Director	\$73,695	
Hodosko	William	Information Systems	\$47,795	
Hoehn	Brandon	Service and Support Associate	\$31,060	
Holtgreven	Rebecca	Service and Support Associate	\$42,215	
Howell	Susan	Transportation Director	\$50,895	
Kirk	Lisa	Admin Asst.-Business	\$31,490	
Kreinbrink	Vickie	Service and Support Associate	\$43,295	
Kruse	Carrie	Facility Manager	\$59,650	\$273
Longsworth	Melissa	HMG -Service Coordinator	\$35,805	
McCullough	Karen	Service and Support Associate	\$33,570	
McVetta	Jana	Service and Support Associate	\$48,030	
Miller	Annette	Admin Asst.	\$28,790	
Mohr-Shank	Stephanie	Service and Support Associate	\$33,555	
Morris	Colleen	Service and Support Associate	\$41,870	
Nagy	Slone	Service and Support Associate	\$42,620	
Nance	Martha	Director of Business	\$64,075	
Philby	Sheryl	Special Nurse	\$21.04	
Powell	Dennis	Industrial Systems Manager	\$63,255	\$812
Ribley	Neil	Production Scheduler	\$41,755	
Robinson	Julie	HMG-Family Home Visitor	\$15.25	
Schnipke	Theresa	Service and Support Assoc. Supv.	\$59,869	
Schweingruber	Kristy	Service and Support Associate	\$39,230	
Sheets	Carmen	HMG-Service Coordinator	\$31,040	
Shepler	Kimberly	Admin Asst. - Superintendent	\$36,535	
Sherrick	Mary	Adult Services Nurse	\$37,980	

Smith	Joshua	Service and Support Associate	\$32,035	
Smith	Tammy	Job Developer	\$31,624	
Snyder	Michelle	MUI Investigator	\$47,990	
Snyder	Sarah	Service and Support Associate	\$33,210	
Stahl	Jeannie	Dir. of Comm. Support Services	\$73,675	
Steele	Phyllis	Service & Support Admin. Unit Mgr.	\$69,325	
Sturgill	Julie	Service and Support Associate	\$46,640	
Tomasi	Jennifer	Service and Support Associate	\$35,200	
Troyer	JoyEllen	Service and Support Associate	\$33,760	
vonderEmbse	Greg	Service and Support Associate	\$48,550	
Wenger	Angela	Service and Support Associate	\$43,895	
Werling	Rebecca	Admin Asst.	\$40,140	
Wilker	Andrew	Accountant	\$38,985	
Williams	Bethany	HMG-Service Coordinator	\$17.16	
Wurth	Gina	Admin Asst. - Case Management	\$37,845	
Zimmerly	Cheryl	Medicaid Services Specialist	\$47,625	

Mr. Honigford moved.

Mr. Fuller seconded the motion.

Mr. Miller, yes
Mr. Healey, yes

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

4. Adjust Salary of Administrative Assistant for Help Me Grow and Service and Support Assoc. Supervisor

PERSONNEL COMMITTEE'S RECOMMENDATION 133-06: The Personnel Committee recommended and so moved that the salary of the Administrative Assistant for Help Me Grow, HG-202, be adjusted to \$28,540 effective September 28, 2006 and the salary for the Service and Support Associate Supervisor, SC-402, be adjusted to \$61,870, effective November 1, 2006 due to promotions.

Mrs. Goodin moved.

Mr. Fuller seconded the motion.

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Dr. Rockhold, yes

5. Adjust the Salary of the Superintendent

PERSONNEL COMMITTEE'S RECOMMENDATION 133-06: The Personnel Committee recommended and so moved that the salary of the Superintendent effective August 1, 2006 be established at \$89,000.

Mr. Honigford moved.

Mr. Fuller seconded the motion.

Mr. Honigford stated that Superintendent Baldrige has not received a raise in the last two years at her own request because of the Board's finances. She is well deserving of the raise. Mr. Honigford and Dr. Rockhold also noted that Superintendent Baldrige is still under the midpoint salary range for Superintendents in Ohio.

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Dr. Rockhold, yes

6. Adopt Salary Ranges for Non-Union Personnel

PERSONNEL COMMITTEE'S RECOMMENDATION 133-06: The Personnel Committee recommended and so moved that the Salary Ranges for Non-Union Personnel be adopted as presented.

Mr. Miller moved.

Mr. Honigford seconded the motion.

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Mr. Fuller, yes

Mr. Honigford, yes
Dr. Rockhold, yes

D. Planning Committee

E. Policy Committee

1. Adopt Policy
 - 7.10 Title XX Eligibility and Reimbursement
2. Emergency Adopt Policy and Continue as Second Reading
 - 5.8.2 Leave Donation Policy

We had emergency adopted the Leave Donation Policy in July and are now going through the normal reading process. However, when it came back for First Reading, it was modified to permit supervisory staff to participate through a pool. Supervisory staff need to be able to donate before November 1 in order to benefit the current employee who is in need. Therefore, Superintendent Baldrige would like to again emergency adopt it and simultaneously continue it through the reading process.

POLICY COMMITTEE'S RECOMMENDATION 134-06: The Policy Committee recommended and so moved that the Board adopt the following policy:

7.10 Title XX Eligibility and Reimbursement

and emergency adopt and accept the following policy for second reading:

5.8.2 Leave Donation Policy

Mrs. Goodin moved.

Mr. Healey seconded the motion of the Policy Committee.

Mr. Healey, yes

Mr. Honigford, yes

Mr. Miller, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Dr. Rockhold, yes

XII. New Business

A. Approve a Grant to LODDI, Inc. for Home Renovations.

LODDI, Inc. continues to have cash flow problems. We have met with two management companies to discuss having them take over the operations. In talking with both companies, the solution appears to be money. There are two ways to get money for LODDI. One is to refinance some of the homes, taking a loan out on the equity. The other is to receive support from the MR/DD Board. The LODDI Board continues to explore its options and will be coming with a comprehensive recommendation soon. It is likely the solution will be two pronged. In the mean time, the house on Milton is in need of some minor renovation which is outside the financial capability of LODDI.

The proposal is to install air conditioning and replacement windows. All of the windows are in bad condition. By replacing the windows in a three season room, it can then be used as another bedroom. The cost of the air conditioning is \$2,275. The cost for 24 Polaris windows is \$7,376. The funding for this grant would come out of Fund 2077, Residential Services. The air conditioning is necessary for the health of two of the current residents.

SUPERINTENDENT'S RECOMMENDATION 135-06: Superintendent Baldrige recommended the Board grant LODDI, Inc. \$9,651 to install air conditioning and new windows in the property located at 1807 Milton Avenue. This grant will be made from the Residential Services Fund, 2077.

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

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

Mr. Honigford, yes

Mr. Miller, yes

Mr. Fuller, yes

Mrs. Goodin, yes

Mr. Healey, yes

Dr. Rockhold, yes

B. Accept Inspection Reports

On July 5, 2006, Security Unlimited Corp. inspected our fire protection devices. All units passed.

SUPERINTENDENT'S RECOMMENDATION 136-06: Superintendent Baldrige recommended the Board accept the Fire Inspection Report conducted on July 5, 2006 by Security Unlimited Corp.

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

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

Mr. Miller, yes
Mr. Healey, yes

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

C. Grant Permission to do Research

Peggy Cockerell has received a request from a University of Findlay student asking permission to teach one student and one typical student to read by memorizing sight words instead of using picture – word reading. She would like to come to the School twice a week for three weeks. We would also ask her to submit a copy of her report to us. Peggy does not feel that our students would be disadvantaged by this process and we would obtain permission from the parents of the two children prior to the start of the research.

SUPERINTENDENT'S RECOMMENDATION 137-06: Superintendent Baldrige recommended the Board grant permission to the University of Findlay student to do research.

Mr. Honigford moved.

Mr. Healey seconded.

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, 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 5:45 p.m.

Mr. Healey seconded the motion to adjourn.

Mr. Fuller, yes
Mr. Honigford, yes

Mrs. Goodin, yes
Mr. Miller, yes

Mr. Healey, yes
Dr. Rockhold, yes

Regular Board Meeting
November 29, 2006 at 4:45 p.m.
Allen County Board of MR/DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Greg Miller, Recording Secretary