

September 27, 2006

105-06 Approval of the Agenda

106-06 Approval of the Minutes of the July 26, 2006 Board Meeting
Concur with Payment of Bills, pages 1-15, 17-21, 23-29 in July and pages 1-16, 18-35 in August
Approval of Hire of Susan Link as Workshop Assistant/Bus Aide
Approval of Hire of Jennifer Radebaugh as Preschool Instructor
Approval of Hire of Traci Miller as Help Me Grow Service Coordinator
Approval of Hire of Cassandra Lewis as Instructor-School Age
Approval of Hire of Lindsey Phillips as Workshop Assistant/Bus Aide
Approval of Transfer of Lori Monhollen from Production Specialist to Habilitation Specialist I
Approval of Transfer of Cindy Silone from Workshop Assistant/Bus Aide to Workshop Assistant
Approval of Transfer of Kathy Burkholder from Workshop Assistant/Bus Aide to Workshop Assistant
Approval of Disability Separation of Alice Lewis as Workshop Assistant
Approval of Resignation of Kimberly Newfer as Habilitation Specialist I
Approval of Resignation of Angela Terrill as Help Me Grow Service Coordinator
Approval of Resignation of Kelly Smith as Help Me Grow Intake & Referral Specialist
Approval of Resignation of Schalet Jackson as Music Instructor
Approval of Retirement of Christine Razor as an Educational Aide

107-06 Concur with Payment of Bills, pages 16 and 22 in July and page 17 in August

108-06 Approval to Withdraw from Membership in the Northwest Ohio Waiver Administration Council and Further Terminate all Current Contracts for Services with NOWAC

109-06 Approve Direct Service Contracts

110-06 Approve Intra-Fund Transfers

111-06 Approve Revised Position Descriptions for the Following Positions:

SC-202	Secretary
SC-204	Secretary
SC-206	Administrative Assistant
SC-302	Intake/Support Services Coordinator
SC-304	Service and Support Associate (Community Services)
SC-305	Service and Support Associate (Waiver/Residential Services)
SC-306	Behavior Support Specialist
SC-308	Medicaid Services Specialist
SC-310	Investigative Agent
SC-500	Director of Community Support Services

112-06 Approval to Eliminate the Following Positions:

AS-116	Habilitation Specialist I
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SC-402 Service and Support Associate Supervisor
SC-404 Service and Support Administrator Unit Manager
HG-102 HMG – Resource Aide
HG-104 HMG – Intake & Referral Specialist

Approval to Create the following Positions

AS-102 Workshop Assistant
SC-402 SSA Manager (Waiver/Residential Services)
SC-404 SSA Manager (Community Services)
HG-102 Receptionist/Secretary
HG-202 Administrative Assistant

113-06 Approval to Create a Quality Assurance Specialist/SSA Position

114-06 Approval of the Second Reading of the following Policy
7.10 Title XX Eligibility and Reimbursement

Approval of the First Reading of the following Policy
5.8.2 Leave Donation Policy

115-06 Approve Two Additional Physical Management Interventions for Behavior Support

116-06 Approval to Adjust Capacity of Adult Services

117-06 Accept Reports of Inspection

118-06 Approve Fund Raising Proposal from Lima Locomotive Works

119-06 Approval of the following Memorandums of Agreement and Contractual Agreements
Lima Memorial Hospital
Connie Bailey
Sheryl Menke
Susan M Atkins
Children's Developmental Center of Lima, Inc.
Primary Solutions

120-06 Approve Incentive for United Way Contributions

121-06 Adopt Resolution of Appreciation for Valero Energy Corporation

122-06 Job Share Agreement – Tabled

123-06 Approval of Contract Clarification with Marimor Industries

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

SUPPORTING THE CHOICES OF PEOPLE THROUGH COMMUNITY PARTNERSHIPS AND QUALITY SERVICES

MINUTES
September 27, 2006

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

I. Roll Call

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

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

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

II. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Job Share Agreement	Superintendent Baldrige
Contract Clarification with Marimor Industries	Superintendent Baldrige

RESOLUTION 105-06:

Mr. Honigford moved to approve the agenda.

Mrs. Williams seconded the motion to approve the agenda.

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Honigford, yes
Dr. Rockhold, yes

Mr. Miller, yes

III. Correspondence

IV. Hearing of the Public

V. Reports

- A. Carrie Kruse and Angie Herzog provided information on behavioral restraints. Carrie serves as the Chairman of the Behavior Support/Human Rights Committee. They showed the Board several new restraints that they would like to have the Board approve.

- B. Best Practice – Disabled Workers Stuck Outside the Mainstream

VI. Consent Agenda

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

SUPERINTENDENT’S RECOMMENDATION 106-06: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the July 26, 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 – 15, 17 – 21, and 23 – 29 in July and pages 1 – 16 and 18 – 35 in August.
- C. Personnel Report
 - 1. New Hires
 - a. Susan Link was hired as a Workshop Assistant/Bus Aide effective August 7, 2006 at Step 0 on the AFSCME Salary Scale.
 - b. Jennifer Radebaugh was hired as a Preschool Instructor effective August 11, 2006 at Step MA-1 on the MEA Salary Scale.
 - c. Traci Miller was hired as a Help Me Grow Service Coordinator effective August 18, 2006 at an annual salary of \$29,000.
 - d. Cassandra Lewis was hired as an Instructor-School Age effective August 18, 2006 at Step BA-1 on the MEA Salary Scale.
 - e. Lindsey Phillips was hired as a Workshop Assistant/Bus Aide effective September 1, 2006 at Step 0 on the AFSCME Salary Scale.
 - 2. Transfers
 - a. Lori Monhollen transferred from Production Specialist to Habilitation Specialist I effective July 27, 2006 at the same AFSCME step.
 - b. Cindy Silone transferred from Workshop Assistant/Bus Aide to Workshop Assistant effective July 31, 2006 at the same AFSCME step.
 - c. Kathy Burkholder transferred from Workshop Assistant/Bus Aide to Workshop Assistant effective August 28, 2006 at the same AFSCME step.
 - 3. Terminations
 - a. Alice Lewis received a Disability Separation from her position as a Workshop Assistant effective August 1, 2006.
 - b. Kimberly Newfer resigned from her position as Habilitation Specialist I

- effective August 18, 2006.
- c. Angela Terrill resigned from her position as a Help Me Grow Service Coordinator effective August 30, 2006.
- d. Kelly Smith resigned from her position as Help Me Grow Intake & Referral Specialist effective September 14, 2006.
- e. Schalet Jackson resigned effective September 18, 2006 from her position as Music Instructor.
- f. Christine Rasor is retiring from her position as an Educational Aide effective September 30, 2006.

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, yes

Mr. Miller, yes
Dr. Rockhold, yes

Mrs. Williams, yes

VII. Exception Agenda

A. Bills Paid

SUPERINTENDENT’S RECOMMENDATION 107-06: 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, pages 16 and 22 of the July bills and page 17 of the August bills.

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, yes

Mr. Miller, yes
Dr. Rockhold, abstain

Mrs. Williams, yes

VIII. Superintendent's Report

Superintendent Baldrige reported that the new dues structure for the Ohio Association of County Boards of MRDD will be slightly less the next two years. Allen County will be paying \$21,500 per year in dues.

Superintendent Baldrige also informed the Board that the Association was directed to work with the State Legislature to hold MRDD Boards harmless from the loss of Personal Property Tax Revenue permanently. If the MRDD Boards are not held harmless, Allen County will lose 1.2 million dollars per year.

A. Fiscal – July Revenue

Fund 2018, General Fund

1.	Local Property Tax	
a.	Mobile Home Tax	690.61
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,024.07
b.	Other Enrollee Fees	700.00
c.	Services – Tuition	2,475.25
d.	Services - Supported Employment	3,951.30
e.	Services - Transportation	180.00
3.	State and Federal Revenue	
a.	Dept. of Ed. Funding-School Age	63,427.60
b.	Dept. of Ed. Funding-Preschool	10,693.66
c.	Dept. of Ed. Transportation	8,372.90
d.	HMG TANF	62,073.70
e.	HMG GRF	23,505.22
f.	HMG Part C	576.90
g.	Title XIX	144.85
4.	Other	
a.	Refunds	32.20
b.	Employee Portion of Hospitalization	21,471.18
c.	Employee Optional Life	3,099.90
d.	Other Receipts (Marimor Ind., Other)	245.68
e.	Sundry Revenue	438.61

Fund 2075, Family Resource Services

1.	Reimbursements	22.99
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Fund 2077, Residential Services

1.	Other Receipts	595.00
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Fund 2930, Unspecified

1.	Donations	375.00
2.	Interest	348.54

Fund 4018, Permanent Improvement

1.	Local Property Tax	
a.	Mobile Home Tax	60.06

B. Fiscal – August Revenue

Fund 2018, General Fund

1.	Local Property Tax	
a.	Real Estate Tax	1,978,678.82
b.	Mobile Home Tax	6,576.22
c.	Homestead Rollback Exemption	208,426.70
2.	Fees for Service/Local	
a.	Transportation Fees - Enrollee	3,794.38
b.	Other Enrollee Fees	1,070.00
c.	Services – Tuition	1,956.02
d.	Services - Transportation	72.00
e.	Services – Other	61,867.42
f.	Sales – Cafeteria	364.50
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	8,372.90
d.	HMG TANF	39,658.60
e.	HMG GRF	19,502.61
f.	HMG Grants	311.58
g.	Other MR/DD	5,350.00
h.	Operating Subsidy – MR/DD	80,727.25
i.	Case Management – MR/DD	19,637.00
j.	Title XIX	54,138.21
k.	Title XX	20,979.00
4.	Other	
a.	Refunds	42,868.53
b.	Employee Portion of Hospitalization	21,619.38
c.	Employee Optional Life	1,490.84
d.	Other Receipts (Marimor Ind., Other)	59,417.08
e.	Sundry Revenue	1,054.48

Fund 2075, Family Resource Services

1.	Grant Revenue	17,042.75
2.	Reimbursements	1,496.99

Fund 2077, Residential Services

1.	Allocation – MR/DD	54,047.42
2.	Other Receipts	5,108.99

Fund 2078, Innovative Education Grant

1.	Grant Revenue	13.45
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Fund 2460, Early Childhood Special Education IDEA

1. Grant 3,073.43

Fund 2469, Special Education, Part B IDEA

1. Grant Revenue 10,280.79

Fund 2930, Unspecified

1. Donations 69,377.00
2. Interest 373.40

Fund 4018, Permanent Improvement

1. Local Property Tax
a. Real Estate Tax 190,182.62
b. Mobile Home Tax 571.82
2. Other Revenue
a. Sundry (Insurance on Forklift Accident) 14,588.55

C. Administrative

1. Children's Services Report - July and August
2. Adult Services Report - July and August
3. Community Support Services Report – July and August, with LODDI, Inc. Minutes and Financial Statements from August 17, 2006
4. Help Me Grow Report - August
5. Human Resource Report - August and September and the HR Newsletter - August and September

IX. Old Business

A. NOWAC Involvement

After exploring the cost benefit of participating in a Council of Governments for a number of months, it is Superintendent Baldrige's recommendation that our Board withdraw from the COG. With the current cost structure with NOWAC, we are being asked to pay \$38,500 to \$43,525 for 42 QA's per year. Our membership in the COG costs an additional \$3,400 when considering the Superintendent's time, mileage and the new membership fee of \$500. When faced with these costs, the Board directed the Superintendent to look for other options.

Our current cost for a person in the salary grade of a Quality Assurance Specialist ranges from \$40,875 to \$66,250 per person with benefits. By hiring a full time position, we are potentially spending a

little bit more money; however, the QA responsibilities are not full-time. Therefore, for very little more money, we can get the job done, plus have other work performed to benefit our agency. There also is the possibility to contract with another entity for this service at about half the cost.

On the benefit side of the equation, there is merit to having QA reviews conducted by an entity outside of the County Board. Further, for over a year, Allen County has been providing MUI services to Van Wert County through NOWAC. That has been very lucrative. However, NOWAC now wants to pay actual costs for the MUI services or to take it back in-house. This loss of revenue eliminates any method of balancing the high cost of QA reviews.

In determining a fair and equitable manner of leaving the COG, Superintendent Baldrige agreed that she would recommend to the Board that we reimburse the COG all revenue received from Medicaid for the work they performed, as well as pay the \$400 per QA that we had contractually agreed to. Prior to July 2005, the COG was allowed to bill TCM directly and we never saw the revenue. Beginning July 1, they had to submit their documentation to us and we then billed Medicaid. Additionally, they agreed to continue to pay our Board the \$14,000 per year (prorated for less than a year of service) for the MUI work we do on their behalf in Van Wert County. Further, our Board will decline to pay the \$500 membership fee that was billed June 26, 2006. This agreement is giving them exactly what they had been receiving before the Medicaid rules changed.

SUPERINTENDENT'S RECOMMENDATION 108-06: Superintendent Baldrige recommended the Board withdraw from membership in the Northwest Ohio Waiver Administration Council effective November 1, 2006 and further terminate all current Contracts for Services with NOWAC effective November 1, 2006. The Allen County Board will pay to NOWAC all revenue received from Medicaid for the work they performed in Allen County. The Board will not pay the \$500 membership fee which was recently levied.

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

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

Mr. Miller, yes

Mrs. Williams, yes

Mrs. Goodin, yes

Mr. Honigford, yes

Dr. Rockhold, yes

B. Strategic Planning

Angie Herzog, Jeannie Stahl and Superintendent Baldrige went to Hamilton County to meet with Jo Krippenstapel. While they had an enjoyable day and learned a great deal about how Hamilton County is providing services, they did not have an opportunity to plan our strategic planning. Superintendent Baldrige needs to follow-up with Jo and develop a comprehensive plan.

X. Board Discussion

XI. Committee Reports

A. Ethics Council – Met September 27, 2006

1. Approve Direct Service Contracts

ETHICS COUNCIL’S RECOMMENDATION 109-06: 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>
IHS Services	1 Year	\$16.00 per hour
RMS of Ohio	1 Year	\$16.56 per hour
CRSI, Inc.	1 Year	\$16.98 per hour
Maxim Healthcare Services Inc.	1 Year	Services vary based on Individual Plan

Mrs. Williams moved.

Mr. Honigford seconded the motion of the Ethics Council.

Mrs. Williams, yes
Mr. Miller, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

Mr. Honigford, yes

B. Finance Committee – Met August 22, September 14 and September 26, 2006

1. Approve Intra-Fund Transfers

FINANCE COMMITTEE’S RECOMMENDATION 110-06: The Finance Committee recommended and so moved the Board approve the following intra-fund transfers:

\$1,500	From 20020121-219099, Plant Maintenance – Materials and Supplies Sundry To 20020131-330614, Plant Maintenance- Repairs Heating and Cooling
\$2,500	From 20020131-310002, Plant Maintenance – Utilities, Electric To 20020131-330614, Plant Maintenance – Repairs Heating and Cooling
\$1,000	From 20020131-310005, Plant Maintenance – Utilities, Water and Sewer To 20020131-330614, Plant Maintenance – Repairs Heating and Cooling
\$262,840	From 10010117-179001, Administration, Reserve To 70070131-370400, Community Support Services, State Match Funds
\$7,000	From 3030417-170005, Children’s Services, School Age, Salary – Employees To 30030431-340234, Children’s Services, School Age, Services – Physical Therapy
\$250	From 40040121-213002, Adult Services, Support, Medical Premiums To 40040617-219099, Adult Services, Support, Materials and Supplies Sundry
\$2,500	From 40040131-340599, Adult Services, Support, Services Sundry To 40040131-370665, Adult Services, Support, In-Service Professional Growth
\$10,000	From 50050117-170046, Transportation, Salary – Temporary Bus Drivers To 50050121-215001, Transportation, Gas and Oil
\$20,000	From 50050117-175001, Transportation, Medical Premiums

\$13,335	To 50050121-215001, Transportation, Gas and Oil From 50050131-320024, Transportation, Insurance – Vehicles
\$16,665	To 50050121-215001, Transportation, Gas and Oil From 50050131-340445, Transportation, Services – Transportation
\$1,200	To 50050121-215001, Transportation, Gas and Oil From 70070121-211001, Community Support Services, Postage
\$1,200	To 70070121-219099, Community Support Services, Sundry From 70070121-211001, Community Support Services, Postage
\$5,000	To 70070121-219099, Community Support Services, Sundry From 90090117-170005, Help Me Grow, Salary – Employees
\$4,000	To 90090121-219099, HMG, Materials and Supplies, Sundry From 90090117-170005, Help Me Grow, Salary – Employees
\$2,000	To 90090131-360499, HMG, Contract Services – Travel Sundry From 90090117-170005, Help Me Grow, Salary – Employees
\$2,500	To 90090131-370655, HMG, In-Service Professional Growth From 90090117-170005, Help Me Grow, Salary – Employees
\$11,694.84	To 90090131-370708, HMG, Client Transportation From 40184141-410101, Permanent Improvements, Building
\$57.26	To 40184141-410460, Permanent Improvements, Vehicles From 40184141-410101, Permanent Improvements, Building
	To 40184141-410460, Permanent Improvements, Vehicles

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
Mrs. Williams, yes

Mr. Honigford, yes
Dr. Rockhold, yes

Mr. Miller, yes

C. Personnel Committee – Met September 14, 2006

There are three departments that are proposing to reorganize in some manner. The most significant is Community Support Services. In Community Support Services, one of the changes is dividing Waiver versus traditional case management at the supervisory level. Some time ago, we divided caseloads in this manner. With this change, the Service and Support Associate Supervisor will be promoted to the newly created position of SSA Manager (Waiver Services). This person will now report to the Director of Community Support Services rather than to the SSA Unit Manager. This person will supervise those SSA's who have a Waiver caseload and the Behavior Support Specialist. The job grade moves from a 10 to an 11. The SSA Unit Manager will now become the SSA Manager (Community Services). This person will supervise the SSA's who provide traditional case management services and the new Quality Assurance Specialist. The salary grade will not be changed. The SSA position description has been revised into two, one for Waiver services and one for Community Services (traditional case management).

The other major proposed change is canceling our contract with the COG for quality assurance services and hiring someone to perform these duties. When the Board directed us to look at other options for QA, we asked the ARC of Allen County to submit a proposal. They did and quoted a per unit cost of between \$442 and \$520, contingent on how many reviews per year we would purchase. (A unit is one Quality Assurance Review.) The more reviews purchased, the cheaper the cost. This compares to the NOWAC cost ranging from \$998 to \$1,117 per unit when including the indirect costs. Clearly, between these two options, it would be cheaper to contract with the ARC. However, the Department of MR/DD is reluctant to allow us to receive Medicaid funding for these reviews if they are not done by a governmental entity. The Department has not given a final answer after months of considering the question. Our Association is cautioning Boards about subcontracting SSA functions out to private entities because we fought a long legislative battle to limit SSA functions to governmental entities. After saying for so long that such functions must be in the hands of government, it is inconsistent now to say that we can contract with private entities.

Another option to consider is bring the QA function in house. Our current cost for a person in this salary grade ranges from \$40,875 to \$66,250 per person with benefits. By hiring a full time position, we are potentially spending a little bit more money; however, the QA responsibilities are not full-time. Therefore, for very little more money than we have been paying NOWAC, we can get the job done, plus have other work performed to benefit our agency. At this point in time, we are including advocacy training as the additional function to be performed. However, efforts will be made to sell this service to neighboring counties to bring in additional revenue.

In Help Me Grow, there has been a resignation by the Intake and Referral Specialist. This allows for the reorganization of the front office. The Resource Aide has been acting as an Administrative Assistant and has the capacity to do that level of work. Therefore, her position would be eliminated and replaced with an Administrative Assistant position. That results in a salary grade increase from 3 to 5. The vacant Intake and Referral Specialist will be replaced with a part-time Receptionist/Secretary position. This position would be 19 hours per week, thereby eliminating the most costly fringe benefits. This results in a drop in grade from 4 to 3.

In Adult Services, there is currently a vacant Habilitation Specialist I position. The Director is proposing that a Workshop Assistant could readily fulfill the required duties. This results in a cost savings since the starting rate of pay for a Workshop Assistant is \$9.09 per hour compared to \$10.20 per hour for a Habilitation Specialist 1.

Within the Community Support Service department, all position descriptions have had the following items added or modified like the rest of the agency did in July:

1. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
2. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier.
3. Must provide proof of liability insurance on personal vehicles.

The first item is to assure that some testing occurs for all positions. Additionally, as part of AFSCME negotiations, we agreed to consider a number of factors in promoting from within rather than just relying on test scores. Test scores can certainly disqualify a person for a promotion, however, the total picture will be considered. The addition of liability insurance on personal vehicles was encouraged by our insurance carrier. Since we are requiring liability insurance, it made sense to also require a valid driver's license.

1. Approve Revised Position Descriptions

PERSONNEL COMMITTEE'S RECOMMENDATION 111-06: The Personnel Committee recommended and so moved the following position descriptions be approved as modified:

<u>Job Code</u>	<u>Job Title</u>
SC-202	Secretary
SC-204	Secretary
SC-206	Administrative Assistant
SC-302	Intake/Support Services Coordinator
SC-304	Service and Support Associate-(Community Services)
SC-305	Service and Support Associate-(Waiver/Residential Services)
SC-306	Behavior Support Specialist
SC-308	Medicaid Services Specialist
SC-310	Investigative Agent
SC-500	Director of Community Support Services

Mr. Miller moved.

Mrs. Williams seconded the motion.

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Honigford, yes
Dr. Rockhold, yes

Mr. Miller, yes

2. Eliminate Five Positions and Replace with Five Newly Created Positions

The positions to be eliminated are in the same order as the newly created positions which will replace them.

PERSONNEL COMMITTEE'S RECOMMENDATION 112-06: The Personnel Committee recommended and so moved that the following positions be eliminated effective November 1, 2006:

AS-116	Habilitation Specialist I
SC-402	Service and Support Associate Supervisor
SC-404	Service and Support Administration Unit Manager
HG-102	HMG-Resource Aide
HG-104	HMG-Intake & Referral Specialist

The Personnel Committee recommended the following positions be created to replace the eliminated positions, effective November 1, 2006:

AS-102	Workshop Assistant
SC-402	SSA Manager (Waiver/Residential Services)
SC-404	SSA Manager (Community Services)
HG-102	Receptionist/Secretary
HG-202	Administrative Assistant

The Personnel Committee further recommended that these newly created positions not be posted, with the exception of the Workshop Assistant and the Receptionist/Secretary position. This is due to eliminating three positions which are currently filled with the intent to move those people into the newly created positions. This waives Policy 5.2.2 on a one time only basis.

Mr. Miller moved.

Mr. Honigford seconded the motion.

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Dr. Rockhold, yes

Mrs. Williams, yes

3. Create a Quality Assurance Specialist/SSA Position

Based on further discussion with Dan Ohler from the Association, Superintendent Baldrige recommended that the Board bring the QA function in-house at this time. The potential for conflict of interest and the possibility of losing our Medicaid funding is the basis for this recommendation.

PERSONNEL COMMITTEE'S RECOMMENDATION 113-06: The Personnel Committee recommended and so moved that one Quality Assurance Specialist/SSA position be created.

Mr. Miller moved.

Mr. Honigford seconded the motion.

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Dr. Rockhold, yes

Mrs. Williams, yes

D. Planning Committee

E. Policy Committee

1. Accept Policy for Second Reading
7.10 Title XX Eligibility and Reimbursement

- 2. Accept Policy for First Reading
 - 5.8.2 Leave Donation Policy

The Leave Donation Policy was emergency adopted at the July Board meeting. At that point, supervisory staff were excluded from receiving or giving time. Following discussion with legal council and administrative staff, we are proposing that supervisory staff be permitted to donate, provided it is through a pool rather than to a specific person. The maximum that a supervisory staff member could donate would be eight days per year. Once the supervisory staff member has donated to the pool, it will stay in the pool until used. It does not revert back to the donor if it's not needed for the specific person who is eligible to receive at the time of donation.

POLICY COMMITTEE'S RECOMMENDATION 114-06: The Policy Committee recommended and so moved that the Board accept the following policy for second reading:

7.10 Title XX Eligibility and Reimbursement

and accept the following policy for first reading:

5.8.2 Leave Donation Policy

Mrs. Goodin moved.

Mr. Miller seconded the motion of the Policy Committee.

Mr. Miller, yes
Mr. Honigford, yes

Mrs. Williams, yes
Dr. Rockhold, yes

Mrs. Goodin, yes

XII. New Business

A. Approve Two Additional Physical Management Interventions for Behavior Support

The Behavior Support/Human Rights Committee, in partnership with TEAM Trainers, is requesting the approval of two additional physical interventions. These interventions are the One or Two Person Takedown Using a Leg Sweep and the Two Person Face Forward Takedown. It is believed the One or Two Person Takedown Using a Leg Sweep offers a more natural and/or safer method for individuals involved in this physical intervention.

The Two Person Face Forward Takedown is being requested specifically for one individual for whom it seems safer than assisting her to the ground backwards where she then struggles violently against staff trying to roll her over to implement the Shoulder Trap. The IDT, which has tried many alternatives with this individual agree that this intervention is as safe an option, and most likely safer, than the traditional Two Person Takedown. While this person is the impetuous for approving this intervention, teams will be permitted to use it with others if approved by the Behavior Support/Human Rights Committee.

SUPERINTENDENT'S RECOMMENDATION 115-06: Superintendent Baldrige recommended the Board approve the One or Two Person Takedown Using a Leg Sweep and the Two Person Face Forward Takedown as physical interventions which may be used during behavior support following proper approval by the Behavior Support/Human Rights Committee.

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

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

Mrs. Williams, yes
Mr. Miller, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

Mr. Honigford, yes

B. Adjust Capacity of Adult Services

In July, the Board replaced a Habilitation Specialist position for a Production Specialist. This permits us to change the capacity in various program areas. Angie Herzog is recommending the capacity in Adult Activity Services be changed to 84 from 72. Previously, the capacity was divided between Adult Activity at 40 and Seniors at 32. Since those two service areas were combined in July in the Adult Services policy, the capacity and therefore waiting list also needs to be combined. There are currently 78 enrolled in this service area with an additional 5 on the waiting list. (The current “over capacity” was created by the change from Production Specialist to Habilitation Specialist in July)

The Director is also requesting the Sheltered Employment capacity be lowered from 238 to 222. This is a drop of 16 spots; however, there are presently 216 in the workshop with five people working on enrollment. There are an additional 5 on the waiting list. With having a new Habilitation area in the workshop, there is no room for another production area.

SUPERINTENDENT'S RECOMMENDATION 116-06: Superintendent Baldrige recommended the Board approve the following capacities:

Adult Activity Services	84
Sheltered Employment	222

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

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

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Honigford, yes
Dr. Rockhold, yes

Mr. Miller, yes

C. Accept Reports of Inspection

On June 8, 2006, all boilers were inspected by the Department of Commerce, Division of Industrial Compliance. We received a Boiler Certificate of Operation on each one, signifying they passed

the inspection. It is necessary to have our asbestos inspected by an external agency every three years. The inspection was completed by Brumbaugh-Herrick, Inc. No problems were identified.

SUPERINTENDENT'S RECOMMENDATION 117-06: Superintendent Baldrige recommended the Board accept the inspection conducted by the Department of Commerce, Division of Industrial Compliance on all boilers located on the Ada Road campus. Further, Superintendent Baldrige recommended the Board accept the 3-Year Asbestos Reinspection Report for the Asbestos Hazard Emergency Response Act (AHERA). This inspection occurred on August 11, 2006.

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

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

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Honigford, yes
Dr. Rockhold, yes

Mr. Miller, yes

D. Approve Fund Raising Proposal from Lima Locomotive Works

Steve Lewis, Marketing Director for Lima Locomotive Works, is proposing to designate the Allen County Board of MR/DD as the primary charity that they will support. His proposal is as follows:

Lima Locomotive Works will be advertising 10% of certain proceeds to go to Marimor School and Industries:

- 10% of 1 weekend event every week (starting the 2nd weekend of September)
- 10% of 1 lunch monthly
- 10% of 1 major quarterly event

The money will be discretionary for Marimor School and Industries. Possible ideas: prom/adult dance, recreation, yearbook, etc. Lima Locomotive Works is requesting a report semi-annually to let them know how we're using the money. We are encouraged to use their electronic screen sign to promote events, awards, etc. This is free of charge.

SUPERINTENDENT'S RECOMMENDATION 118-06: Superintendent Baldrige recommended the Board approve the fund raising proposal from Lima Locomotive Works and extend sincere appreciation for their efforts on behalf of the people we serve.

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

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

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Dr. Rockhold, yes

Mrs. Williams, yes

E. Approve Memorandums of Agreement and Contractual Agreements

Various Agreements are before the Board for approval. They are pretty self explanatory. The Lima Memorial Agreement mirrors the agreement we have with St. Rita's. The sign language contracts are both for our use as well as being able to sell that service to the Rehabilitation Services Commission. The CDC Agreements are required by one of their funders.

SUPERINTENDENT'S RECOMMENDATION 119-06: Superintendent Baldrige recommended the Board approve the following Agreements:

Memorandum of Agreement with Lima Memorial Hospital

This Agreement permits the Help Me Grow Child Find Service Coordinator to work within the hospital identifying children who would benefit from Help Me Grow Services. The term of the Agreement is September 1, 2006 through August 31, 2007.

Contractual Agreement for Consultation Services with Connie Bailey

This contract is for the purchase of sign language interpreter services at a cost of \$22.00 per hour. The term of the agreement is from October 1, 2006 through September 30, 2007.

Contractual Agreement for Consultation Services with Sheryl Menke

This contract is for the purchase of sign language interpreter services at a cost of \$25.00 per hour. The term of the agreement is from October 1, 2006 through September 30, 2007.

Contractual Agreement for Consultation Services with Susan M. Atkins

This contract is for the purchase of sign language interpreter services at a cost of \$22.00 per hour. The term of the agreement is from October 1, 2006 through September 30, 2007.

Vehicle Lease Agreement with the Children's Developmental Center of Lima, Inc.

This Agreement permits the Board and CDC to lease vehicles from each other if needed to supplement their fleet. The term of this Agreement is from August 2006 through August 2007.

Transportation Agreement with the Children's Developmental Center of Lima, Inc.

This Agreement simply states that CDC agrees to transport dually enrolled children to and from facilities.

Software License Agreement with Primary Solutions, Inc.

This Agreement is for Gatekeeper which contains client file information, individual plans and billing information. The cost remains the same as previous years at \$14,900 per year. The term is for a period of one year.

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

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

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Dr. Rockhold, yes

Mrs. Williams, yes

F. Approve Incentive for United Way Contributions

The Board has been offering an incentive to encourage staff to contribute to United Way for six or seven years. Last year we increased the criteria for staff to be eligible for the reward. Superintendent Baldrige recommended we hold constant this year given that a portion of our staff have not received any pay increase for over a year.

SUPERINTENDENT'S RECOMMENDATION 120-06: Superintendent Baldrige recommended the Board authorize \$250 for an incentive to employees to contribute to United Way. Employees who contribute at least \$3.50 per pay period will be eligible for a drawing. There will be two winners at \$100 each and one winner at \$50.

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

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

Mr. Miller, yes
Mr. Honigford, yes

Mrs. Williams, yes
Dr. Rockhold, yes

Mrs. Goodin, yes

G. Adopt Resolution of Appreciation for Valero Energy Corporation

SUPERINTENDENT'S RECOMMENDATION 121-06: Superintendent Baldrige recommended the Board adopt the following resolution:

Whereas, In the years 2002, 2003, 2004, and 2005, Premcor, which is now owned by Valero Energy Corporation was subjected to a tax overpayment on inventory that was either not in Ohio or in the foreign trade zone; and

WHEREAS, Valero was able to recover this tax overpayment; and

WHEREAS, Valero is a great supporter of the community, both financially and through their volunteer group; and

WHEREAS, Local taxing entities suffered a loss as a result of Valero's recovery of the money that was owed to them; and

WHEREAS, Valero very generously donated the refund they received back to the taxing entities within our community; now therefore,

BE IT RESOLVED BY THE ALLEN COUNTY BOARD OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES, THE BOARD DOES HEREBY EXPRESS APPRECIATION TO VALERO ENERGY CORPORATION FOR THEIR VERY GENEROUS DONATION OF SIXTY NINE

THOUSAND, THREE HUNDRED AND FIFTY SIX DOLLARS (\$69,356) TO THE ALLEN COUNTY BOARD OF MR/DD AND DOES HEREBY EXPRESS HEARTFELT APPRECIATION TO VALERO FOR THEIR GENEROUSITY TO THE BOARD AND CITIZENS OF ALLEN COUNTY WHO HAVE DEVELOPMENTAL DISABILITIES.

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

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

Mrs. Williams, yes
Mr. Miller, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

Mr. Honigford, yes

H. Job Share Agreement – Tabled

One of our families receives a Medicaid Waiver to pay for one on one nursing for their son. The Medicaid Waiver does not pay for the nurse while the child is at school. This child actually lives in Hardin County but the parents chose for the child to attend Marimor School. Ada School District is responsible to pay us for the nurse and the portion of the cost for the child that the Ohio Department of Education does not pay. The family has approached Superintendent Baldrige about having a job sharing agreement for two nurses to serve the child. The agreement needs to be time limited and the second nurse would only be employed this school year. She would resign up front and the last day of school she would be terminated. The parents are willing to volunteer if either nurse is not available. We would consider hiring the second nurse as a sub.

SUPERINTENDENT'S RECOMMENDATION 123-06: Superintendent Baldrige recommended the Board table the Job Share Agreement for individual nurse at the school.

Mr. Honigford moved to table the request.

Mrs. Williams seconded.

Mr. Honigford has several concerns regarding the job share agreement. The child is not an Allen County resident, are we setting a precedent and how much liability are we taking on? He also stated the Board would be required to pay unemployment to the second nurse because we had an employment contract with her. Also when the child graduates, who will be financially responsible for the child? Superintendent Baldrige responded that Hardin County would have to reimburse us for the child after he graduates. Mr. Honigford feels that legal council needs to be sought. Mr. Miller asked if we were doing more than what is required for us to do. He felt that the Board needed more time to discuss this issue. Dr. Rockhold, Mrs. Goodin and Mrs. Williams also had the same concerns.

Superintendent Baldrige stated that the child would be served as he has been in the past while the Board is researching this matter.

Mr. Miller, yes
Mr. Honigford, yes

Mrs. Williams, yes
Dr. Rockhold, yes

Mrs. Goodin, yes

I. Contract Clarification with Marimor Industries

Currently Marimor Industries pays the match money and the insurance for the vans that we purchase from the Ohio Department of Transportation. The Board pays for the maintenance, repairs and gas for the vans. There is currently an agreement between the Board and Marimor Industries regarding the vans but the grant may require the agreements to be more specific when you lease vans to other entities. ODOT pay 80% of the cost of the vans and Marimor Industries pays 20% of the cost. Only non-profits are eligible to receive the grant.

SUPERINTENDENT'S RECOMMENDATION 123-06: Superintendent Baldrige recommended the Board clarify the agreement between the Board and Marimor Industries for the use of the vans.

Mr. Honigford moved.

Mrs. Goodin seconded.

Mrs. Williams, yes
Mr. Miller, yes

Mrs. Goodin, yes
Dr. Rockhold, yes

Mr. Honigford, yes

XIII. Other Items to Come Before the Board

XIV. ADJOURN INTO EXECUTIVE SESSION TO DISCUSS EMPLOYEE COMPENSATION

Mrs. Goodin moved to adjourn into executive session to discuss employee compensation at 5:58 p.m.

Mr. Honigford seconded the motion.

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Honigford, yes
Dr. Rockhold, yes

Mr. Miller, yes

XV. RECONVENE INTO REGULAR SESSION

Mr. Miller moved to reconvene into regular session at 7:04 p.m.

Mr. Honigford seconded the motion.

Mrs. Goodin, yes
Mrs. Williams, yes

Mr. Honigford, yes
Dr. Rockhold, yes

Mr. Miller, yes

XVI. Adjournment

Mrs. Goodin moved to adjourn the meeting at 7:05 p.m.

Mrs. Williams seconded the motion to adjourn.

Mr. Honigford, yes
Mrs. Goodin, yes

Mr. Miller, yes
Dr. Rockhold, yes

Mrs. Williams, yes

Regular Board Meeting
October 25, 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