

December 22, 2008

- 143-08 Approval of Agenda
- 144-08 Concurrence with the payment of bills for November, pages 1-27, 30-34 and 36-43  
Accept Personnel Report
  - Hire of Mary Holt as a Bus Aide – 9 Month
  - Hire of Joni Coffey as Workshop Assistant/Bus Aide
  - Transfer of Jennifer Schoewe from Workshop Assistant/Bus Aide to Workshop Assistant
  - Transfer of Jana McVetta from Service and Support Associate to Medicaid Services Specialist
  - Transfer of Rochelle Benfield from Help Me Grow Secretary/Receptionist to Employment Specialist
  - Transfer of Melissa Burkholder from Bus Driver to Shipping and Receiving
  - Disability Termination of Sheri Florida as Bus Driver – 9 Month
- 145-08 Approval of the minutes of the November 24, 2008 regular Board Meeting
- 146-08 Concurrence with the payment of bills for November, page 28
- 147-08 Concurrence with the payment of bill for November, page 29
- 148-08 Concurrent with the payment of bills for November, page 35
- 149-08 Approve Direct Service Providers
- 150-08 Approve the following Finance Actions:
  - Intra-Fund Transfers
  - Inter-Fund Transfer
  - Supplemental Appropriation
- 151-08 Adopt Budget for 2009
- 152-08 Approve the following Personnel Action:
  - Create Secure Scan Coordinator Position
- 153-08 Approve the following Policy Actions:
  - Adopt Policy 8.4.3 – Communicable Diseases
  - Accept Policy 7.07 – Routine Travel and Expense Reimbursement for Second Reading
  - Accept Policy 8.1.3 – Adult Services for First Reading
  - Accept Policy 8.3 – Behavior Support for First Reading
  - Approve the Employment Services Handbook
  - Approve the Adult Services Handbook
- 154-08 Adopt Annual Action Plan for 2009

155-08 Approve the following New Physical Restraints:

- Standing Restraint
- Seated Stabilization
- Restraint Recliner

156-08 Approve the following Contracts and Agreements:

1. Agreement # 2 with Marimor Industries, Inc, to Establish a Business Relationship Regarding Secure Scan
2. Agreement for Services with Michael Flanagan for APPLE Presentations
3. Agreement for Services with Joe Vance for APPLE Presentations
4. Laboratory Services Contract with Medlab Ohio, Inc to Provide Drug and Alcohol Testing for the Board
5. Addendum to Contract and 6 Month Contract with Champaign Residential Services, Inc. to Provide Active Treatment and Transportation for Residents of the ICF/MR
6. Agreement for Services with Michael Flanagan to Repair Dynomytes and Dynovoxes

157-08 Approve Staff Appreciation Dinner

ALLEN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES

**MINUTES**  
**December 22, 2008**

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

I. Roll Call

The Allen County Board of Mental Retardation and Developmental Disabilities met in regular session on Monday, December 22, 2008. President Goodin called the meeting to order at 4:45 p.m. with the following roll call response:

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

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

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

II. Focus

Mission The mission of the Allen County Board of MR/DD is to partner with eligible individuals and their families to assure the availability of the services and supports needed to participate within their community as they choose.

Vision Stacy Gould read the vision statement for the Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Item(s) Added

Requested By

Contract with Michael Flanagan

Superintendent Baldrige

RESOLUTION 143-08:

Dr. Rockhold moved to approve the agenda.

Mr. Miller seconded the motion to approve the agenda.

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

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Bowers, yes

IV. Correspondence

- Letter of appreciation – Susie Howell, Transportation Director
- Letter of Appreciation – Sheila McNamara, Allen County Correctional Institution

- Letter of Appreciation – Mary Engle, Rhodes State Childcare
- Letter of Appreciation – Continuum of Care-Outreach Committee for Homeless in Allen County

V. Hearing of the Public

VI. Reports

- A. Staff Report – Esther Baldrige discussed the State budget.
- B. Best Practice – Joe Vance presented on his experiences in the public school setting.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 144-08: Superintendent Baldrige recommended the Board consent to the following items:

- A. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD pages 1 – 27, 30 – 34, and 36 - 43.
- B. Accept the Personnel Report
  - 1. New Hires
    - a. Mary Holt was hired as a Bus Aide – 9 Month effective December 1, 2008 at AFSCME Salary Step 2.
    - b. Joni Coffey was hired as a Workshop Assistant / Bus Aide effective December 8, 2008 at AFSCME Salary Step 0.
  - 2. Transfers
    - a. Jennifer Schoewe transferred from the position of Workshop Assistant/Bus Aide to the position of Workshop Assistant effective 11/24/08 at the same AFSCME Salary Step.
    - b. Jana McVetta will be transferring from the position of Service and Support Associate to a Medicaid Services Specialist position effective 1/5/09 at an annual salary of \$55,918.
    - c. Rochelle Benfield transferred from the position of Help Me Grow Secretary/ Receptionist to an Employment Specialist position effective 12/4/08 at AFSCME Salary Step 2.
    - d. Melissa Burkholder will transfer from the position of Bus Driver to the Position of Shipping and Receiving effective January 5, 2009, remaining at her current Step.
  - 3. Terminations
    - a. Sheri Flarida submitted a disability termination as a 9 Month Bus Driver effective November 20, 2008.

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

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

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

Mr. Miller, yes  
Mr. Bowers, yes

Dr. Rockhold, yes  
Mr. Fuller, yes

VIII. Exception Agenda

SUPERINTENDENT'S RECOMMENDATION 145-08: Superintendent Baldrige recommended the Board

approve the minutes of the November 24, 2008 regular meeting of the Allen County Board of MR/DD.

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

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

Mr. Miller, yes  
Mr. Bowers, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Fuller, abstain

Mrs. Williams, yes  
Mr. Healey, yes

SUPERINTENDENT'S RECOMMENDATION 146-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 28.

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

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

Mr. Miller, yes  
Mr. Bowers, yes  
Mrs. Goodin, yes

Dr. Rockhold, abstain  
Mr. Fuller, yes

Mrs. Williams, yes  
Mr. Healey, yes

SUPERINTENDENT'S RECOMMENDATION 147-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 29.

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

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

Dr. Rockhold, yes  
Mr. Fuller, abstain  
Mrs. Goodin, yes

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Bowers, yes  
Mr. Miller, yes

SUPERINTENDENT'S RECOMMENDATION 148-08: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 35.

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

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

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Bowers, abstain  
Mr. Miller, yes

Mr. Fuller, yes  
Dr. Rockhold, yes

Mrs. Goodin, yes

IX. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

1.	Local Tax Revenue	
a.	Personal Property Tax	862,141.45
2.	Fees for Service/Local	
a.	Services – Tuition	2,714.83
b.	Transportation Fees	3,284.22
c.	Sales - Cafeteria	3,506.15
d.	Services – Transportation	99.00
e.	Service – Supported Employment	22,225.17
3.	State and Federal Revenue	
a.	Special Ed Units – School	67,556.73
b.	Special Ed Units – Preschool	11,249.15
c.	Transportation – DOE	6,640.48
d.	Federal School Breakfast Program	2,149.63
e.	Federal School Lunch Program	3,483.02
f.	HMG General	3,604.67
g.	HMG TANF	37,650.82
h.	HMG Part C - Local Federal	12,112.26
i.	Title XIX – Medical	1,840.88
j.	Other Receipts	435.00
4.	Other Revenue	
a.	P/R Transfer Option Life	1,730.52
b.	P/R Transfer – Hospital	28,352.63
c.	Refunds	1,666.32
d.	Sundry Revenue	998.05

Fund 2075, Family Resource Services

1.	Reimbursement	790.44
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Fund 2077, Residential Services

1.	Other Receipts	2,803.90
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Fund 2930, Unspecified

1.	Interest	316.72
2.	Donations	3,924.00

Fund 4018, Permanent Improvement

1. Local Tax Revenue
  - a. Personal Property Tax 74,968.83

Fund 9893, Flexible Savings Account

1. Employee Contribution 2,124.18

B. Administrative

1. Children’s Services Report
2. Adult Services Report
3. Community Support Services Report including Minutes of the December 4, 2008 meeting of LODDI, Inc.
4. Help Me Grow Report
5. Human Resource Report and the HR Newsletter

X. Old Business

XI. Board Discussion

- Recommendations for Board members – Superintendent Baldrige will recommend to the County Commissioners that Lana Hoops, Veronica McLaurine and Dr. John Snyder be appointed to our Board.

XII. Committee Reports

A. Ethics Council – Met December 22, 2008

ETHICS COUNCIL RECOMMENDATION 149-08: The Ethics Council recommended and so moved the following direct service contracts be approved as presented:

<u>Provider</u>	<u>Contract Period</u>	<u>Contract Rate</u>
Innovative Opportunities, Inc.	1 Year	\$16.00 per hour

Mr. Fuller moved.

Mr. Healey seconded the motion of the Ethics Council.

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

B. Finance Committee – Met December 9, 2008 and December 18, 2008

FINANCE COMMITTEE’S RECOMMENDATIONS 150-08: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfers

\$3,000 From 10010117 173001, General Fund, Administration, Workers Compensation  
To 10010117 176020, General Fund, Administration, Employee Screenings  
Due to newly required FBI checks, the costs in employee screenings have increased.

\$895 From 10010117 173001, General Fund, Administration, Workers Compensation  
To 10010117 170005, General Fund, Administration, Salary – Employees  
Needed to cover salaries through the end of the year.

\$6,651.26 From 10010117 173001, General Fund, Administration, Workers Compensation  
To 10010117 171001, General Fund, Administration, PERS  
To cover costs through the remainder of the year.

\$17.33 From 10010117 173001, General Fund, Administration, Workers Compensation  
To 10010117 172001, General Fund, Administration, Medicare  
To cover costs through the remainder of the year.

\$2,700 From 20020131 340599, General Fund, Plant Maintenance, Services Sundry  
To 20020131 310005, General Fund, Plant Maintenance, Water and Sewer  
To cover unanticipated costs through the balance of the year.

\$1,375 From 30030317 170005, General Fund, Children’s Services, Preschool, Salary – Employee  
To 30030317 175001, General Fund, Children’s Services, Preschool, Medical Premiums  
To cover costs.

\$250 From 30030317 170005, General Fund, Children’s Services, Preschool, Salary – Employee  
To 30030331 340234, General Fund, Children’s Services, Preschool, Physical Therapy  
To cover increased costs in therapy services.

\$1,400 From 30030417 170005, General Fund, Children’s Services, School Age, Salary – Employee  
To 30030431 340232, General Fund, Children’s Services, School Age, Occupational  
Therapy  
To cover increased costs in therapy services.

\$520 From 30030417 171001, General Fund, Children’s Services, School Age, PERS  
To 30030417 171002, General Fund, Children’s Services, School Age, STRS  
To cover costs due to Service Credit Purchase for past employee.

\$2,500 From 40040117 175001, General Fund, Adult Service Support, Medical Premiums  
To 40040121 219099, General Fund, Adult Services Support, Supplies Sundry  
Needed to cover costs.

\$800 From 40040117 175001, General Fund, Adult Services Support, Medical Premiums  
To 40040121 211000, General Fund, Adult Services, Support, Supplies Office  
To cover needed costs.

\$450 From 40040517 170005, General Fund, Adult Services Industrial Systems, Salary –  
Employee  
To 40040517 171001, General Fund, Adult Services Industrial Systems, PERS

To cover projected shortfall in this cost center.

- \$600 From 50050117 175001, General Fund, Transportation, Medical Premiums  
To 50050131 370655, General Fund, Transportation, Inservice, Professional Growth  
To cover the cost of CPR classes.
- \$1,000 From 50050117 170046, General Fund, Transportation, Salary – Temp. Bus Drivers  
To 50050117 170047, General Fund, Transportation, Salary – Employee CP  
To cover salaries through the end of the year.
- \$7,000 From 50050117 170046, General Fund, Transportation, Salary – Temp. Bus Drivers  
To 50050117 171001, General Fund, Transportation, PERS  
To cover costs through the end of the year.
- \$475 From 60060117 175001, General Fund, Cafeteria, Medical Premiums  
To 60060117 170005, General Fund, Cafeteria, Salary Employees  
To cover costs through the end of the year.
- \$1,460 From 60060117 175001, General Fund, Cafeteria, Medical Premiums  
To 60060117 170043, General Fund, Cafeteria, Salary – Temporary Employees  
To cover costs through the end of the year.
- \$830 From 60060117 175001, General Fund, Cafeteria, Medical Premiums  
To 60060117 171001, General Fund, Cafeteria, PERS  
To cover costs through the end of the year.
- \$2,000 From 70070131 360499, General Fund, Community Support Services, Travel Sundry  
To 70070121 211000, General Fund, Community Support Services, Office  
To cover costs through the end of the year.
- \$800 From 70070131 360499, General Fund, Community Support Services, Travel Sundry  
To 70070121 219099, General Fund, Community Support Services, Sundry  
To cover costs through the end of the year.
- \$425 From 70070117 170005, General Fund, Community Support Services, Salary – Employee  
To 70070117 171001, General Fund, Community Support Services, PERS  
To cover costs through the end of the year.
- \$93.68 From 90090131 310004, General Fund, HMG, Utilities – Phone  
To 90090117 171001, General Fund, HMG, PERS  
To cover costs through the end of the year.
- \$912.10 From 90090131 310004, General Fund, HMG, Utilities – Phone  
To 90090117 175001, General Fund, HMG, Medical Premiums  
To cover costs through the end of the year.
- \$68.44 From 90090131 310004, General Fund, HMG, Utilities – Phone  
To 90090117 175004, General Fund, HMG, Dental Premiums  
To cover costs through the end of the year.

- \$1,723.05 From 90090117 170043, General Fund, HMG, Salary – Temp. Employees  
 To 90090117 170005, General Fund, HMG, Salary – Employees  
 To cover costs through the end of the year.
- \$500 From 90090121 216060, General Fund, HMG, Family Fun Time Supplies  
 To 90090131 370655, General Fund, HMG, Inservice Professional Growth  
 To cover unanticipated costs.
- \$700 From 90090121 216060, General Fund, HMG, Family Fun Time Supplies  
 To 90090131 370708, General Fund, HMG, Client Transportation  
 To cover costs greater than anticipated.
- \$16,520 From 40184141 410402, Permanent Improvements Fund, Equipment – Office  
 To 40184141 410460, Permanent Improvements Fund, Equipment Vehicles  
 To cover costs of two 12-passenger vans.
- \$2,000 From 30030131 370655, General Fund, Children’s Services Support, Inservice –  
 Professional Growth  
 To 30030231 340232, General Fund, Children’s Services Early Intervention,  
 Occupational Therapy  
 To cover increased costs of therapy.
- \$1,900 From 30030131 370655, General Fund, Children’s Services Support, Inservice –  
 Professional Growth  
 To 30030231 340234, General Fund, Children’s Services Early Intervention, Physical  
 Therapy  
 To cover increased cost of therapy.
- \$10,000 From 30030417 170005, General Fund, Children’s Services School Age, Salary – Employee  
 To 30030117 170043, General Fund, Children’s Services Support, Salary – Temporary  
 Employees  
 To cover costs through the end of the year.
- \$8,000 From 30030417 175001, General Fund, Children’s Services School Age, Medical Premiums  
 To 60060121 212001, General Fund, Cafeteria, Food and Beverage  
 To cover the increased costs of food and beverage.
- \$11,600 From 40040217 170005, General Fund, Adult Service Pre Voc, Salary Employees  
 To 40040117 170043, General Fund, Adult Services Support, Salary Temporary  
 Employees  
 To cover the high usage of temporary employees.
- \$500 From 40040217 170005, General Fund, Adult Services Pre-Voc, Salary Employees  
 To 40040117 171001, General Fund, Adult Services Support, PERS  
 To cover costs through the end of the year.

Approve Inter-Fund Transfer

\$200 From 20751693 930001, Family Resource Service Fund, Transfer Out  
To 00180491 590901, General Fund, Transfer In  
To cover the increased cost of provider screenings.

Supplemental Appropriation

\$200 To 70070117 176021, General Fund, Community Support Services, Provider Screening  
Provider screening exceeded budget estimates.

Mr. Miller moved.

Mrs. Williams seconded the motion of the Finance Committee.

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

Mr. Healey, yes  
Mrs. Williams, yes

Mr. Miller, yes  
Mr. Bowers, yes

2. Adopt Budget for 2009

The Finance Committee met on December 9, 2008 to review the budget in depth. The budget presented is realistic and conservative. It should be noted there is a significant increase in revenue projected for next year due to delays in billing Medicaid this year and catching up on MAC (Medicaid Administrative Claiming) payments from the last several years. Medicaid Revenues for this year and next year should be averaged to give a truer picture. At this point, it looks like the Board will be able to stay off the ballot until the year 2011. There are many unknowns again this year and the budget will be monitored closely and adjusted as more information is received

FINANCE COMMITTEE'S RECOMMENDATIONS 151-08: The Finance Committee recommended and so moved the 2009 Budget be approved as presented.

Mr. Miller moved.

Mr. Bowers seconded the motion of the Finance Committee.

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

Mr. Miller, yes  
Mr. Bowers, yes

Dr. Rockhold, yes  
Mr. Fuller, yes

C. Personnel Committee

Administration requested the creation of a Secure Scan Coordinator position. Marimor Industries, Inc. is willing to pay for this position starting July 1, 2009. There is a new Agreement being proposed that extends our agreement with Marimor Industries and addresses this issue. This position will have organizational and training responsibilities for secure scan.

SUPERINTENDENT RECOMMENDATION 152-08: Superintendent Baldrige recommended the Board create a position entitled Secure Scan Coordinator, Job Code # AS-314, at Grade 6.

Dr. Rockhold moved.

Mr. Healey seconded the motion of the Policy Committee.

Mr. Miller, abstain  
Mr. Bowers, yes  
Mrs. Goodin, yes

Dr. Rockhold, yes  
Mr. Fuller, yes

Mrs. Williams, yes  
Mr. Healey, yes

- D. Planning Committee
- E. Policy Committee – Met December 22, 2008

ArtAbility has been added to the Adult Services Policy as well as tightening up the criteria for enrollment in Adult Services. In the Behavior Policy, we are proposing prohibiting prone restraints per the direction of the Department of MR/DD and adding risk assessment every time a restraint is used.

POLICY COMMITTEE RECOMMENDATION 153-08: The Policy Committee recommended and so moved the following actions:

- Adopt Policy 8.4.3 – Communicable Diseases
- Accept Policy 7.07 – Routine Travel and Expense Reimbursement for Second Reading
- Accept Policy 8.1.3 – Adult Services for First Reading
- Accept Policy 8.3 – Behavior Support for First Reading
- Approve the Employment Services Handbook
- Approve the Adult Services Handbook

Mr. Healey moved.

Mr. Miller seconded the motion of the Policy Committee.

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

Mrs. Williams, yes  
Mr. Healey, yes

Mr. Bowers, yes  
Mr. Miller, yes

### XIII. New Business

- A. Adopt Annual Action Plan for 2009

At the Public Hearing held on December 3, a reporter and a videographer from WLIO were the only attendees.

SUPERINTENDENT'S RECOMMENDATION 154-08: Superintendent Baldrige recommended the Board adopt the Annual Action Plan for 2009 as presented.

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

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

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

Mr. Bowers, yes  
Mr. Miller, yes

Mr. Fuller, yes  
Dr. Rockhold, yes

## B. Approve New Physical Restraints

The Behavior Support/Human Rights Committee recommended three new restraints for Board approval. Andy Diller, Matt Burklo and Vickie Cartwright demonstrated these restraints at the meeting. They are as follows:

### Standing Restraint

- Begin from a two person escort position. Staff should maintain close body contact with the individual using the hips and arms.
- Staff place their inside feet in front of the individual's feet. Reposition the inside hands into a "C" shape near the individual's shoulder. Assist the person into a forward leaning position.
- Staff now take a step forward with the inside leg while rotating their bodies so they are at an angle where their hip closest so the individual is in contact with that person's side, close to the armpit.
- The individual's arms are bent slightly at the elbow and secured around the staff's outside hip, palms facing up.
- The individual's weight is now resting on the staff's thighs. Staff continues to maintain control using close body contact with their hips.
- If the individual drops to their knees, staff should adjust as necessary to maintain close body contact with the individual. This can prevent the individual from dropping to the ground.
- Maintain arms by keeping the palms up, arms above shoulders, and arms anchored and secure on the staff's hip area.

### Seated Stabilization

- Escort the person to the couch and assist them to a seated position on the couch.
- Position the individuals arms outstretched with palms down, elbow towards the back of the couch
- Staff maintains control by holding the individual's wrist and shoulder.
- Staff kneel on the couch beside the individual, placing their inside leg across the person's thigh. Staff should adjust their body weight to keep enough pressure on the individual's legs to prevent the individual from sliding off the couch.
- Staff can place their inside hand under the individual's armpit, grabbing the couch to help prevent the individual from sliding off the couch.

### Restraint Recliner

- The individual is seated in a reclining chair in the reclined position
- Staff is positioned on both sides of the recliner. Staff should hold the clothing of the individual at the wrists and ankles.
- Staff should move with the individual's movements to prevent them from sitting up and/or twisting out of the reclined position in the chair.

SUPERINTENDENT'S RECOMMENDATION 155-08: Superintendent Baldrige recommended the Board approve the following physical restraints: Standing Restraint, Seated Stabilization, and the Restraint Recliner

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

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

Mr. Bowers, yes  
Mr. Miller, yes  
Mrs. Goodin, yes

Mr. Fuller, yes  
Dr. Rockhold, yes

Mr. Healey, yes  
Mrs. Williams, yes

C. Enter into Contracts and Agreements

Our current agreement with Marimor Secure Scan expires at the end of this month. In the current agreement, Marimor Industries scans documents for the Board at no cost and the Board provided the start-up equipment and staffing for secure scan at no cost to the Industries. This agreement was for a year. The start-up took longer than anticipated. In a meeting between the two Board Presidents, the Adult Services Director and the Superintendent, it was agreed the Industries would continue to provide scanning at no cost to the Board for an additional six months. The Board will go ahead and create a Secure Scan Coordinator position and fill it at the Board's cost. Effective July 1, 2009, the Board will begin paying for scanning at \$.045 per scanned page and the Industries will start reimbursing the Board for the costs associated with the employment of the Coordinator.

Our Quality Assurance Specialist has noted there is inequity in paying two people we serve (or have served) at minimum wage for presenting at APPLE programs. They are both excellent in their work and are the part of the program that people remember and talk about. Therefore, we are recommending increasing their rate of pay for the work they do for us.

MediLab has changed the non-federal drug testing. They increased the price to \$25.00 from \$23.50, but this now includes the GC/MS confirmation which had cost \$35.00 per drug in the previous contract. The Federal Drug Screens include the MRO review for all tests, both positive and negative. For the BWC testing, only the positive results receive the Medical Officer review and for that we pay an additional \$30. This is why there is a significant price difference.

Our contract with Champaign Residential Services, Inc. expires at the end of this month. It is the contract that pays our Board for providing active treatment for residents of the Mary Ann Brown Residential Facility. We met on December 22 to negotiate the rate.

SUPERINTENDENT'S RECOMMENDATION 156-08: Superintendent Baldrige recommended the Board approve the following Agreements and Contracts:

Type:	Agreement # 2
Party:	Marimor Industries, Inc.
Purpose:	To establish a business relationship regarding secure scan
Term:	Effective January 1, 2009 and ongoing
Cost:	Until June 30, 2009, the Board will pay the cost of the Secure Scan Coordinator Effective July 1, 2009, the Board will pay \$.045 per scanned page and Marimor

Industries, Inc. will reimburse the Board for the cost of the Coordinator

Type: Agreement for Services  
Party: Michael Flanagan  
Purpose: To reimburse for APPLE presentations  
Term: January 1, 2009 through December 31, 2009  
Cost: \$15 per hour including travel time, not to exceed \$300 per year

Type: Agreement for Services  
Party: Joe Vance  
Purpose: To reimburse for APPLE presentations  
Term: January 1, 2009 through December 31, 2009  
Cost: \$15 per hour including travel time, not to exceed \$300 per year

Type: Laboratory Service Contract  
Party: Medlab Ohio, Inc.  
Purpose: To provide drug and alcohol testing for the Board  
Term: January 1, 2009 through December 31, 2009  
Cost: \$45.50 for Federal Drug Screens  
\$25.00 for BWC compliant drug screens, which include the GC/MS confirmation  
\$30.00 for MRO review.

Type: Addendum to Contract and Contract through June 30, 2009.  
Party: Champaign Residential Services, Inc.  
Purpose: To provide active treatment for residents of the ICF/MR  
To provide transportation for residents of the ICF/MR  
Term: January 1, 2009 through December 31, 2009  
January 1, 2009 through June 30, 2009  
Cost: \$34.91 daily when transported per calendar day  
\$31.47 when no transport per calendar day

Type: Agreement of Services  
Party: Michael Flanagan  
Purpose: Repair Dynomyte and Dynovox devices  
Term: January 1, 2009 through December 31, 2009  
Cost: \$7.30 per hour

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

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

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

C. Approve Staff Appreciation Dinner

We would again like to prove a staff appreciation dinner. We are tentatively scheduled for January 30 at the Old Barn Out Back. We are planning for 250 people in attendance. We will need up to \$3,800.00.

SUPERINTENDENT'S RECOMMENDATION 157-08: Superintendent Baldrige recommended the Board approve spending up to \$3,800 for a staff appreciation dinner to be held on or around January 30, 2009.

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

#### XIV. Other Items to Come Before the Board

Perske Prints were given to Jon Rockhold, Ted Healey and Kathy Williams for their services on the Board.

#### ADJOURN INTO EXECUTIVE SESSION TO DISCUSS THE SUPERINTENDENT'S EVALUATION AND UNION NEGOTIATIONS AT 6:05 P.M.

Mr. Miller moved to adjourn into Executive Session to discuss the Superintendent's evaluation and union negotiations.

Mrs. Williams seconded the motion.

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

#### RECONVENE INTO REGULAR SESSION AT 7:07 P.M.

Mr. Miller moved to reconvene into regular session.

Dr. Rockhold seconded the motion.

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

#### XV. Adjournment

Mr. Miller moved to adjourn the meeting at 7:08 p.m.

Mr. Fuller seconded the motion to adjourn.

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

Regular Board Meeting  
January 26, 2009 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