

February 22, 2010

18-10 Approval of the Agenda

19-10 Approval of the Minutes of the January 25, 2010 Board Meeting and Organizational Meeting
Concurrence with the payment of bills in January, pages 1, 3-25, and 27-32

Accept Personnel Report

Hire of Jessica Gehret as Help Me Grow Service Coordinator

Transfer of Amanda Coil from Help Me Grow Service Coordinator to Help Me
Grow Director

Transfer of Tammy Delong from Cafeteria Worker to Cook

Transfer of Jennifer Huddleston from Educational Aide to Educational Aide/Bus Aide

Transfer of Jared Huffman-Gay from Educational Aide/Bus Aide to Educational Aide

Transfer of Kelly Catlett from a less than 20 hour Bus Aide to a 20 hour Bus Aide

Transfer of Mary Holt from a 20 hour Bus Aide to a less than 20 hour Bus Aide

20-10 Concurrence with the payment of bills in January, page 26

21-10 Concurrence with the payment of bills in January, page 2

22-10 Approve the following Finance Actions:

Intra-Fund Transfers

Supplemental Appropriations

23-10 Policy Actions

Accept Policy 1.5 – Officers for First Reading

Adopt Policy 8.1.1 – Preschool

Adopt Policy 1.13 – Table of Organization

Accept Policy 5.2.20 – On-Call Pay for First Reading

Accept Policy 8.4.6 – Atlantoaxial Instability for First Reading

Accept Policy 1.11 – Code of Ethics for First Reading

24-10 Award Grant to ArtAbility

25-10 Appoint Supported Living Committee

26-10 Accept the following Inspection Report:

Bureau of Workers' Compensation – Industrial Safety Survey Facility

27-10 Approve the Addition of Six (6) Level I Waivers

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

February 22, 2010

4:45 p.m. Regular Board Meeting

2500 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Monday, February 22, 2010. President Goodin called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. David Bowers, present

Mr. Martin Garlock, present

Mrs. Lana Hoops, present

Mrs. Veronica McLaurine, present

Mr. Gregory Miller, present

Dr. John Snyder, present

Mrs. Gina Goodin, present

II. Focus

Mission The mission of the Allen County Board of Developmental Disabilities 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 Vanessa Sammons read the vision statement for the Board. Vanessa introduced herself to the Board. Vanessa told the Board about her job, where she lives and what she likes to do outside of work. Vanessa serves as the secretary for our local People First organization.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 18-10:

Mr. Miller moved to approve the agenda.

Mrs. Hoops seconded the motion to approve the agenda.

Mr. Garlock, yes

Mrs. Hoops, yes

Mrs. McLaurine, yes

Mr. Miller, yes

Dr. Snyder, yes

Mr. Bowers, yes

Mrs. Goodin, yes

IV. Correspondence

V. Hearing of the Public – Angie Herzog informed the Board about an ArtAbility art show that will be held at the Restore location February 25th through February 27th. There will be a week long art show at OSU – Lima very soon. Angie also spoke about the Monday Night at the Movies event that will be held in March at the Lima Public Library.

VI. Reports

- A. Staff Report – Jeannie Stahl presented on the current status of Waiver Enrollment. Jeannie stated that she is asking the Board for six additional Level I Waivers. She stated that waivers are ever changing. To enroll an individual on a waiver is very labor intensive but at this point in time it is beneficial to both the individuals that we serve and the Board to continue adding waivers. Jeannie is looking at ways to improve the efficiency of her department. Dr. Snyder asked how the Board would know when it would be cost prohibitive to pursue new waivers. Jeannie stated that this is something that she monitors very closely and will continue to keep the Board updated on the status of the waivers.
- B. Best Practice – Esther Baldrige presented on Family-Centered Supports. Family-centeredness is defined by the Center for Children with Special Health Care Needs as “care that ensures the health and well-being of children and their families through a respectful family-professional partnership that includes shared decision-making. It honors the strengths, cultures, traditions and expertise that everyone brings to this relationship.” The core concepts for family-centeredness includes dignity and respect, information sharing, participation and collaboration.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 19-10: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the regular meeting and the organizational meeting of the Allen County Board of DD held on January 25, 2010.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of DD during the previous month, pages 1, 3 – 25, and 27 – 32.
- C. Accept Personnel Report
 - 1. New Hires
 - a. Jessica Gehret was hired as a Help Me Grow Service Coordinator effective February 2, 2010 at an annual salary of \$32,529.
 - 2. Transfers
 - a. Amanda Coil transferred from a Help Me Grow Service Coordinator to Help Me Grow Director effective February 11, 2010 at an annual salary of \$47,331.
 - b. Tammy Delong transferred from the position of Cafeteria Worker to Cook effective March 1, 2010 at an annual salary of \$26,000.
 - c. Jennifer Huddleston was transferred from the position of Educational Aide to Educational Aide/Bus Aide effective February 15, 2010, based on a labor-management agreement.
 - d. Jared Huffman-Gay was transferred from the position of Educational Aide/Bus Aide to the position of Educational Aide effective February 15, 2010, based on a labor-management agreement.

- e. Kelly Catlett was transferred from a less than 20 hour Bus Aide position to a 20 hour Bus Aide position effective February 15, 2010, based on a labor-management agreement.
- f. Mary Holt was transferred from a 20 hour Bus Aide position to a less than 20 hour Bus Aide position effective February 15, 2010, based on a labor-management agreement.

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

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

Mrs. Hoops, present	Mrs. McLaurine, present	Mr. Miller, present
Dr. Snyder, present	Mr. Bowers, present	Mr. Garlock, present
Mrs. Goodin, present		

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 20-10: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of DD, page 26.

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

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

Mrs. McLaurine, yes	Mr. Miller, yes	Dr. Snyder, yes
Mr. Bowers, abstain	Mr. Garlock, yes	Mrs. Hoops, yes
Mrs. Goodin, yes		

SUPERINTENDENT’S RECOMMENDATION 21-10: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of DD, page 2.

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

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

Mr. Miller, abstain	Dr. Snyder, yes	Mr. Bowers, yes
Mr. Garlock, yes	Mrs. Hoops, yes	Mrs. McLaurine, yes
Mrs. Goodin, yes		

IX. Superintendent's Report

A. Fiscal

Fund 2018, General Fund

1.	Fees for Service/Local	
a.	Services – Tuition	3,273.44
b.	Services – Other	34,204.16
c.	Transportation Fees	3,308.01

	d.	Sales – Cafeteria	3,161.85
	e.	Services – Transportation	63.23
	f.	Services – Supported Employment	2,787.50
2.		State and Federal Revenue	
	a.	Special Ed Units – School	45,050.61
	b.	Special Ed Units – Preschool	10,872.94
	c.	Transportation – DOE	8,240.21
	d.	Federal School Breakfast	1,295.96
	e.	Federal School Lunch	1,979.29
	f.	HMG – General Revenue	24,513.74
	g.	HMG – Part C	8,983.09
	h.	HMG – Part C ARRA	15,054.91
	i.	RSC Pathways	16,568.18
	j.	Title XIX	273,925.72
	k.	EFMAP	39,980.36
	l.	Other – DODD	11,936.21
	m.	Operating Subsidy – DODD	78,990.07
	n.	Tax Equity	103,143.75
	o.	Other Receipts (BCII Checks)	375.00
3.		Other Revenue	
	a.	P/R Transfer Option Life	1,854.84
	b.	P/R Transfer – Hospital HRA	23,571.28
	c.	P/R Transfer – Hospital HSA	5,116.16
	d.	Refunds	339.71
	e.	Sundry Revenue	4,044.08

Fund 2075, Family Resource Services

1.	Grant Revenue	16,512.00
2.	Reimbursement	2,497.26

Fund 2077, Residential Services

1.	Housing Allocation – DODD	102,826.81
2.	Other Receipts	2,682.90

Fund 2469, Special Education, Part B, IDEA

1.	Grant Revenue	9,700.92
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Fund 2930, Unspecified

1.	Donations	996.12
2.	Interest	12.82

Fund 4018, Permanent

1.	Sundry Revenue	1,568.00
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Fund 9893, Flexible Savings Account

1. Employee Contribution 835.18
- B. Administrative
1. Children's Services Report
2. Adult Services Report
- Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services
- Minutes of the February 4, 2010 meeting of LODDI, Inc.
 - Financial Statement for members of Finance Committee only
4. Human Resource Report and the HR Newsletter
- X. Old Business
- XI. Committee Reports
- A. Ethics Council
- B. Finance Committee – Met February 18, 2010
1. Approve Fund Transfers and Supplemental Appropriations

FINANCE COMMITTEE'S RECOMMENDATION 22-10: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfer

From 30030131 360499, General Fund, Children's Services, Support, Travel Sundry
To 30030117 176001, General Fund, Children's Services, Support, Memberships
\$600 to cover the cost of membership dues in the Ohio Association of Services for Children

From 40184141 410101, Permanent Improvement Fund, Building and Grounds
To 40184131 340599, Permanent Improvement Fund, Services Sundry
\$2,000 to pay GovDeals Fees.

Approve Supplemental Appropriations

\$34,887 10010131 320005, General Fund, Administration, Optional H.S.A.
To provide a means for the Board to pay the employee's optional contribution into their H.S.A.

\$5,000 70070121 219099, General Fund, Community Support Services, Sundry
The Board received a grant to help fund the MI/DD Conference the Dual Diagnoses Task Force is sponsoring.

Mr. Miller moved.

Mrs. Hoops seconded the motion of the Finance Committee.

Dr. Snyder, yes
Mrs. Hoops, yes
Mrs. Goodin, yes

Mr. Bowers, yes
Mrs. McLaurine, yes

Mr. Garlock, yes
Mr. Miller, yes

- C. Personnel Committee
- D. Planning Committee
- E. Policy Committee – Met December 21, 2009
 - 1. Accept Policy 1.5 – Officers for First Reading
 - 2. Adopt Policy 8.1.1 – Preschool
 - 3. Adopt Policy 1.13 – Table of Organization
 - 4. Accept Policy 5.2.20 – On-Call Pay for First Reading
 - 5. Accept Policy 8.4.6 – Atlantoaxial Instability for First Reading
 - 6. Accept Policy 1.11 – Code of Ethics for First Reading

Policy 1.5 was emergency adopted in January and is now going through the three reading process. The primary change was to permit Board members to serve as a particular officer for up to three years instead of two.

There were numerous modifications needed in the Preschool policy in order to bring our policy into compliance with current rule established by the Ohio Department of Education. This policy was emergency adopted three months ago and is now ready for final adoption.

From time to time, the Board makes changes in the Table of Organization through the creation and elimination of positions. Periodically, we bring the Organizational Chart up to date to match what currently exists.

The On-Call Pay policy was originally written for the SSAs who carry the on-call phone. We made the decision at that time that management staff who must carry the phone do not get paid. That continues to be our position. However, the Transportation Director has the most active phone. The second most active phone would be the one carried by the Employment Services Manager. The Maintenance Foreman would have periodic activity but not that much off hours. We believe the Transportation Director should get relief on a regular basis and would like to have the Administrative Assistant take the phone possibly every other week. The Administrative Assistant is willing to do so without extra pay, but that would be unfair.

We recently discovered that a lateral cervical radiograph in asymptomatic children is not recommended for children under the age of five. Our current policy requires the x-ray for all clients who have Down Syndrome. Therefore, we are proposing changing our policy to exempt children under five from this requirement.

In preparation for CARF accreditation, it was discovered they are now requiring the Board receive and review the Ethics Policy annually.

POLICY COMMITTEE RECOMMENDATION 23-10: The Policy Committee recommended and so moved the following actions:

1. Accept Policy 1.5 – Officers for First Reading
2. Adopt Policy 8.1.1 – Preschool
3. Adopt Policy 1.13 – Table of Organization
4. Accept Policy 5.2.20 – On-Call Pay for First Reading
5. Accept Policy 8.4.6 – Atlantoaxial Instability for First Reading
6. Accept Policy 1.11 – Code of Ethics for First Reading

Mrs. McLaurine moved.

Dr. Snyder seconded the motion of the Policy Committee.

Mr. Bowers, yes
Mrs. McLaurine, yes
Mrs. Goodin, yes

Mr. Garlock, yes
Mr. Miller, yes

Mrs. Hoops, yes
Dr. Snyder, yes

XII. New Business

A. Award Grant to ArtAbility

The participants and staff of ArtAbility are requesting a grant from the Board for the purchase of a sublimation machine and start-up materials. Sublimation is the process of changing a solid gas into a gas, without turning it into a liquid in-between. ArtAbility artists would use this process, with dye, to imprint their artwork on items such as mugs, hats, t-shirts, cutting boards, etc.

This grant can be made from donations the Board has received through the years. These funds are in the Unrestricted Fund – 2930. There would be adequate unspecified funds available for such a grant. Angie Herzog believes a grant would be advantageous so the Industries will be able to depreciate it rather than the Board simply purchasing it for ArtAbility.

SUPERINTENDENT'S RECOMMENDATION 24-10: Superintendent Baldrige recommended the Board award a grant in the amount of \$4,000.00 to Marimor Industries, Inc. for use by ArtAbility to purchase a sublimation machine and start-up materials. Superintendent Baldrige further recommended these funds be granted from Fund 2930.

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

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

Mr. Garlock, yes
Mr. Miller, yes
Mrs. Goodin, yes

Mrs. Hoops, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

B. Appoint Supported Living Committee

Board policy requires the Board appoint members to the Supported Living Committee on an annual basis. Jeannie Stahl is recommending the following people.

SUPERINTENDENT'S RECOMMENDATION 25-10: Superintendent Baldrige recommended the Board appoint the following people to serve on the Supported Living Committee, in compliance with Board policy:

Matt Burklo	Employee of the Board and Day Array Provider
Phyllis Steele	Employee of the Board
Bethany Ernest	Employee of the Board
Janet Seward	Residential Provider
Jessica Cooper	Residential Provider
Linda Music	Employee of the Board and Advocate of a recipient of services
Hanna Downing	Consumer of Supported Living Services
Mary Beth Corderman	Consumer of Supported Living Services

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

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

Mrs. Hoops, yes	Mrs. McLaurine, yes	Mr. Miller, yes
Dr. Snyder, yes	Mr. Bowers, yes	Mr. Garlock, yes
Mrs. Goodin, yes		

C. Accept Inspection Reports

SUPERINTENDENT'S RECOMMENDATION 26-10: Superintendent Baldrige recommended the Board accept the following inspection reports:

Inspector:	Bureau of Workers' Compensation
Date:	December 1, 2009
Type:	Industrial Safety Survey Facility
Outcome:	Eleven items of concern
Corrective Action:	All issues have been addressed.

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

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

Mrs. McLaurine, yes	Mr. Miller, yes	Dr. Snyder, yes
Mr. Bowers, yes	Mr. Garlock, yes	Mrs. Hoops, yes
Mrs. Goodin, yes		

D. Approve the Addition of Six (6) Level I Waivers

Jeannie Stahl presented information during the staff report which facilitated the Board's decision making regarding this recommendation. The addition of additional Medicaid Waivers benefits the people we serve by providing additional services they need. The addition also benefits the Board financially at this time.

SUPERINTENDENT'S RECOMMENDATION 27-10: Superintendent Baldrige recommended the Board approve the addition of six (6) Medicaid Level I Waiver slots.

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

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

Mr. Miller, yes
 Mr. Garlock, yes
 Mrs. Goodin, yes

Dr. Snyder, yes
 Mrs. Hoops, yes

Mr. Bowers, yes
 Mrs. McLaurine, yes

XIII. Board Discussion

CORE VALUE	POSITIVE DIRECTION	OBSTACLES	REDIRECTION
Customer Driven	Best Practice report on Family-Centered Supports		A Local Family Advisory Council met on February 25th.
	The addition of six Level I Waivers.	Very time consuming and labor intensive.	
Quality Services	The artwork that is produced at ArtAbility		Angie Herzog is looking for new ways to market the ArtAbility Artwork.
Collaboration & Partnering	Open house with Restore and ArtAbility		
Integrity	Jeannie Stahl's staff report on Waiver Enrollment.		
	Updating the Ethics Policy to include yearly Board training on ethics.		
Stewardship	The addition of six Level I Waivers		
	The Board's investment into ArtAbility.		
Consumer Participation	Clients talking to the Board each month about themselves after they have read the Vision Statement for the Board meeting.		
	Joe Vance will speak at the Statehouse on March 4 th to kick off Disability Awareness Month.		

XIV. Other Items to Come Before the Board

Mr. Miller asked if it would be possible for a Board Member unable to attend a committee meeting to participate via a conference call. Superintendent Baldrige will research to see if this option is allowable.

XV. Adjournment

Mr. Miller moved to adjourn the meeting at 6:30 p.m.

Mrs. Hoops seconded the motion to adjourn.

Dr. Snyder, yes
Mrs. Hoops, yes
Mrs. Goodin, yes

Mr. Bowers, yes
Mrs. McLaurine, yes

Mr. Garlock, yes
Mr. Miller, yes

Regular Board Meeting
March 29, 2010
Allen County Board of Developmental Disabilities
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Dave Bowers, Recording Secretary