

February 28, 2011

- 17-11 Approval of the Agenda
  
- 18-11 Approval of the Minutes of the January 24, 2011 organizational meeting, January 24, 2011 regular meeting and the February 10, 2011 special meeting  
Concurrence with the payment of bills in January pages 1-10 and 12-35  
Accept Personnel Report  
    Hire of Amber Fox as Workshop Assistant/Bus Aide  
    Transfer of Tyler Sneary from Workshop Assistant/Bus Aide to Workshop Assistant  
Accept Inspection Reports  
    Bureau of Workers Compensation
  
- 19-11 Concurrence with the payment of bills in January, page 11
  
- 20-11 Approve the following Finance Actions:  
    Supplemental Appropriation
  
- 21-11 Approve the following Contracts and Leases  
    SMSproTech for Staff Augmentation Services  
    Electronic Auction Services, Inc. for Reverse Bid Auction
  
- 22-11 Approve Specifications to Submit for Reverse Auction
  
- 23-11 Appoint Supported Living Committee
  
- 24-11 Abolish Position AS-307, Revise Position AS306 and Create a Second Position, Revise Position CS-307 and Create Position CS-116
  
- 25-11 Authorize Request for 15 Additional Level I Waiver Slots
  
- 26-11 Adjust Salary of Superintendent

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES

February 28, 2011

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 28, 2011. President Miller called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. Martin Garlock, present  
Dr. John Snyder, present

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

Mrs. Veronica McLaurine, 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 Erica Ridenour read the vision statement for the Board. Erica receives case management services from the Board. She currently works with Goodwill Easter Seals and is currently working on an e-book. Erica lives in a group home and has family in the community.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

RESOLUTION 17-11:

Mrs. Goodin moved to approve the agenda.

Dr. Snyder seconded the motion to approve the agenda.

Mr. Garlock, yes  
Dr. Snyder, yes

Mrs. Goodin, yes  
Mr. Miller, yes

Mrs. McLaurine, yes

IV. Correspondence

- A. Letter from Jackie Morton
- B. Letter from MEA
- C. Letter from Lisa Steinke
- D. Thank You from United Way
- E. Thank You from OSU

V. Hearing of the Public

VI. Reports

- A. Staff Report – Jodi Rinehart, the Transition from School to Work Coordinator from Lima City Schools talked about the transition process. She reported on how it is going and what needs to be done to improve the process. Jodi stated that transition is based on the individual students needs taking in account his or her strengths, preferences and interests. Activities include instruction, related services, community experiences, the development of employment and other post-school adult living objections and when appropriate the acquisition of daily living skills. Jodi stated that it is best to start the transition process as early as possible but no later than the age of 16. She also stated that it is important to work with the parents to get them involved. Jodi tries to follow up with each student a year after they graduate but sometimes they are hard to find. Her goal is to try to get each student referred early enough so that they are linked to the correct agencies before they graduate. She also stated that in order to stay away from the stigma of “Marimor” she uses the terms Employment Services or Allen County Board of DD. Jodi also works with Project Search which is an international program that was started by the Cincinnati Children’s Hospital. In Project Search, students earn credits toward graduation by working in places like hospitals, doing actual jobs, which will help them to gain competitive employment after graduation.
  
- B. Best Practice –Angie Herzog presented on best practice regarding transition from school to work. Angie believes that the transition work the Board is currently doing in collaboration with Lima City Schools is best practice. Angie stated that we are helping to build corporate relationships by being involved with the programs such as VRP3, Project Search and Project ASCEND.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 18-11: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the organizational meeting of the Allen County Board of Developmental Disabilities held on January 24, 2011, the regular meeting the Board held on January 24, 2011 and the special meeting of the Board held on February 10, 2011.
  
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of January, pages 1 – 10 and 12 - 35.
  
- C. Accept Personnel Report
  - 1. New Hires
    - a. Amber Fox was hired in the position of Workshop Assistant/Bus Aide effective February 14, 2011 at Step 0.
  
  - 2. Transfers
    - a. Tyler Sneary transferred from the position of Workshop Assistant/Bus Aide to Workshop Assistant effective January 24, 2011. He remains at step 1 on the salary schedule.



e.	Federal School Lunch	2,166.66
f.	Other DODD	4,283.69
g.	Tax Equity – DODD	103,143.75
h.	Operating Subsidy – DODD	96,115.63
i.	Help Me Grow, Part C ARRA	12,122.72
j.	RSC VRP3	22,203.43
k.	Title XIX	268,216.62
l.	EFMAP	28,782.89
m.	Title XX	20,789.00
n.	Other Receipts (Marimor Industries, misc.)	73,905.43
3.	Other Revenue	
a.	P/R Transfer Option Life	2,032.44
b.	P/R Transfer – Hospital HRA	18,271.72
c.	P/R Transfer – Hospital HSA	14,841.99
d.	Refund	201.56

Fund 2075, Family Resource Services

1.	Grant Revenue	15,114.24
2.	Reimbursement	49.59

Fund 2077, Residential Services

1.	DODD Allocation	64,898.50
2.	Other Receipts	4,641.03

Fund 2460, Early Childhood Special Education - IDEA

1.	Grant Revenue	3,100.00
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Fund 2469, Special Education, Part B IDEA

1.	Grant Revenue	7,600.00
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Fund 2930, Unspecified

1.	Donations	1,352.20
2.	Interest	13.92

Fund 4018, Permanent Improvements

1.	Sundry Revenue	199.62
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Fund 9893, Flexible Savings Account

1.	Employee Contribution	926.36
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B. Administrative

1. Children's Services Report
2. Adult Services Report
  - Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services Report, LODDI, Inc. Minutes from February 10, 2011
  - LODDI, Inc. Financial Report included for Finance Committee Only
4. Human Resource Report and the HR Newsletter

Mr. Garlock inquired about the Quality Rating change that occurred with the P & G Quality Audit in November. Angie Herzog stated that we currently have no P & G work in our workshop so the P & G auditor could not rate us on 3 – 4 areas that dealt with the actual work. The P & G supervisor reviewed the audit and told the auditor that he had to rate the areas that he passed over. Because of this our percentage went from a 63% to a 9%. We have to have at least a 50% rating to be able to have P & G work brought in to us. Marimor Industries is paying for the new Quality Analyst Position that the Board recently created to help bring Marimor up to the rating they need to be at. Once we are able to pass the audit, Angie envisions lots of other P & G lines being brought into the workshop.

Mr. Garlock also inquired about the Preschool PlayDate that was scheduled for 1/15/11. No families attended. Peggy Cockerell stated that they are evaluating the event to see if they should continue it.

X. Old Business

XI. Committee Reports

A. Ethics Council

B. Finance Committee – Met on February 24, 2011

FINANCE COMMITTEE'S RECOMMENDATION 20-11: The Finance Committee recommended and so moved the following actions:

Approve Supplemental Appropriation

To 70070131 340599 Residential Fund, Service Sundry

\$13,000 for contract with NOWAC for the provision of temporary SSA services.

Mr. Garlock moved.

Mrs. Goodin seconded the motion of the Finance Committee.

Dr. Snyder, yes

Mr. Garlock, yes

Mrs. Goodin, yes

Mrs. McLaurine, yes

Mr. Miller, yes

C. Personnel Committee

D. Planning Committee

E. Policy Committee

F. Nominating Committee

XII. New Business

A. Approve Contracts and Agreements

We have known for some time that our information technology was lagging behind due to having insufficient staff for the size of our operation. We have one IT employee for about 150 users. The normal ratio is 1:75. When our IT person was injured and out for several weeks, we talked with SMSproTech about ongoing support even after our staff member returned. The advantage of using a service like this is that we can draw on the knowledge of a whole company that works in the field of information technology. For now, we believe this is the best solution. In the beginning, we will have an engineer here twice a week. Once some critical issues are resolved, we will drop back to once a week. This contract also provides 40 hours of higher skilled engineering time.

The second agreement is for a reverse auction. In this agreement, we would join with other buyers (mostly other boards of dd) and place our specifications on the internet. Potential vendors then bid electronically. If we are not satisfied with the best price, we are under no obligation to purchase. This is a fairly new method of doing business for the public sector. If it is successful, it will save us the cost of advertising locally for bids. It also opens the bidding process up to many more vendors. The bidding event is scheduled for April 7.

SUPERINTENDENT'S RECOMMENDATION 21-11: Superintendent Baldrige recommended the Board approve the following contracts and leases:

Type: Contract for Services  
Party: SMSproTECH  
Purpose: Staff Augmentation Services  
Term: March 1, 2011 through December 31, 2011  
Cost: Total \$51,256 (128 hours at \$96/hr., 288 hours at \$116/hr. and 40 hours at \$139/hr.)

Type: Reverse Bid Auction – Buyer Agreement for Multiple Use  
Party: Electronic Auction Services, Inc.  
Purpose: For the use of electronic auction services internet-based, strategic sourcing solution for the purpose of conducting multiple on-line bidding events.  
Term: March 1, 2011 through February 28, 2013  
Cost: The Vendor pays a 3% transaction fee

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

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

Mr. Garlock, yes  
Dr. Snyder, yes

Mrs. Goodin, yes  
Mr. Miller, yes

Mrs. McLaurine, yes

B. Approve Specifications to Submit for Reverse Auction

Martha Nance, Director of Business, is recommending that we place specifications for two cars and two buses on the reverse auction and see how it turns out for us. She has prepared specifications for mid-sized cars and buses. We have budgeted for the purchase of two buses and two cars in 2011. The purchase of these buses would enable us to have a fleet of buses that all have air conditioning except for three of the four spares. The lowest mileage on the spares would be 120,454. It is likely we will recommend selling two buses on GovDeals if we are successful at purchasing through this method.

SUPERINTENDENT'S RECOMMENDATION 22-11: Superintendent Baldrige recommended the Board approve the specifications for mid-size cars and 72 passenger buses to be placed on the reverse auction.

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

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

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

C. Appoint Supported Living Committee

Jeannie Stahl has recommended individuals who are willing to serve on the Supported Living Committee for the following year.

SUPERINTENDENT'S RECOMMENDATION 23-11: Superintendent Baldrige recommended the Board appoint the following individuals to serve on the Supported Living Committee for the following year:

Mary Beth Corderman	Individual Served
Hannah Downing	Individual Served
Linda Music	Advocate for Individuals Served
Matt Burklo	County Board Staff Member – Adult Services
Jeannie Stahl	County Board Staff Member – Chair Person
Bethany Earnest	County Board Staff Member – Community Support Services
Jessica Schiavone	Residential Service Provider – CRSI
Ryan Knodel	Residential Service Provider – AWS

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

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

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

D. Abolish Position AS-307, Revise Position AS306 and Create a Second Position, Revise Position CS-307 and Create Position CS-116

As we have explored the expansion of the VRP3 program to include ages 14 – 18, we had initially thought a part-time position was appropriate and thus created such a position at the January meeting. However, we now believe a full-time position is more appropriate. Additionally, the funding is available for a full-time position at least through September. At that point, we can determine whether to decrease the hours or continue it as full-time. Consequently, we need to abolish the position created last month. The existing VRP3 Coordinator position should be revised to include the duties associated with servicing individuals age 14 – 18. We are asking the Board create a second position which is identical. One employee would have primary responsibility for the youth, but either coordinator could work with youth.

The Board approved a small summer program for children with intense behavioral needs at the January Board meeting. There existed an MEA Supplemental Contract Position which needs to be revised to meet this specific need. Additionally, we need to create two Summer Program Educational Aide positions.

SUPERINTENDENT'S RECOMMENDATION 24-11: Superintendent Baldrige recommended the Board approve the following changes to position descriptions:

1. Abolish VRP3 Coordinator Position, AS-307
2. Revised VRP3 Coordinator Position, AS-306
3. Create a second VRP3 Coordinator Position, AS-306
4. Re-Create MEA Supplemental Contract Position – Summer Program Instructor, CS-307
5. Create two Summer Program Educational Aide, CS-116

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

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

Mrs. McLaurine, yes  
Mrs. Goodin, yes

Dr. Snyder, yes  
Mr. Miller, yes

Mr. Garlock, yes

E. Authorize Request for 15 Additional Level I Waiver Slots

Jeannie Stahl reviewed the financial implications of adding fifteen additional Level I Medicaid Waivers. We still have more than fifteen individuals who are priorities for a Medicaid Waiver. These individuals would benefit by having a choice in day services, if they are through school, would be able to access up to \$5,000 in Homemaker Personal Care Services, and have access to home modification funding and emergency funding if needed.

SUPERINTENDENT'S RECOMMENDATION 25-11: Superintendent Baldrige recommended the Board authorize the request for fifteen (15) additional Level I Medicaid Waivers.

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

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

Dr. Snyder, yes  
Mrs. McLaurine, yes

Mr. Garlock, yes  
Mr. Miller, yes

Mrs. Goodin, yes

F. Adjust Salary of Superintendent

The Board has decided to give the Superintendent a 1% pay increase effective January 1, 2011. This is seventeen months since her last pay increase.

BOARD MEMBER'S RECOMMENDATION 26-11: Mr. Miller moved the Board increase the salary of Superintendent Esther Baldrige to \$107,320 retroactive to January 1, 2011.

Dr. Snyder seconded the motion.

Mr. Garlock, yes  
Dr. Snyder, yes

Mrs. Goodin, no  
Mr. Miller, yes

Mrs. McLaurine, yes

Mrs. Goodin stated that she is still concerned that a raise is being given in this climate. She feels that all staff should be at a pay freeze.

XIII. Board Discussion

- A. The Board reviewed the Board Self Evaluation.
- B. Employee Climate Survey – President Miller feels that this needs to be done. A committee will be formed to work on this project.
- C. Committee assignments will be assigned once we have a full Board. Superintendent has been in contact with several potential Board Members.

XIV. Other Items to Come Before the Board

President Miller stated that at every other board meeting a staff person will be asked to read the vision statement instead of having a client read it at every meeting. He also stated that the Staff Report and Best Practice Report will be as needed instead of at every board meeting.

XV. Adjournment

Dr. Snyder moved to adjourn the meeting at 6:41 p.m.

Mrs. McLaurine seconded the motion to adjourn.

Mrs. Goodin, yes  
Mr. Garlock, yes

Mrs. McLaurine, yes  
Mr. Miller, yes

Dr. Snyder, yes

Regular Board Meeting  
March 28, 2011  
Allen County Board of Developmental Disabilities  
Administration Building  
2500 Ada Road, Lima, OH

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Chris Calvelage, Clerk

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John Snyder, Recording Secretary