

September 28, 2009

95-09 Approval of the Agenda

96-09 Approval of the Minutes of the August 31, 2009 Regular Board Meeting
Concurrence with the payment of bills in August, pages 1-28 and 30-32
Accept Personnel Report

Hire of Melanie Shobe-Wierwille as Pathways Vocational Rehabilitation Counselor
Hire of Kelly Catlett as Bus Aide -12 month
Transfer of Rachel Kindle from Workshop Assistant/Bus Aide to Workshop Assistant
Transfer of Tammy Price-Hayes from Workshop Assistant to Workshop Assistant/Bus Aide
Transfer of Tyler Sneary from Bus Aide – 12 month to Workshop Assistant
Resignation of Alexandra Sarsalari as Help Me Grow Service Coordinator

97-09 Concurrence with the payment of bills in August, page 29

98-09 Approve Direct Service Contracts

99-09 Approve the following Finance Actions:
Intra Fund Transfers

100-09 Approve the following Personnel Actions:
Create a part-time (nineteen hour per week) Billing Clerk/Fiscal Support
Modify the position of Early Childhood Education Coordinator
Abolish the position of Secretary/Receptionist for Employment Services

101-09 Policy Actions
Adopt Policy 8.4.3 – Communicable Disease with revisions
Accept Policy 7.10 – Title XX Eligibility and Reimbursement for second reading
Adopt Policy 2.02 – Integrated Pest Management – Emergency Adoption

102-09 Adopt Name Change Resolution

103-09 Request County Commissioners Declare Items Obsolete and Authorize Private Sale

104-09 Enter into the following Agreements and or/Contracts
Primary Solutions for Gatekeeper Software
Wood County Educational Service Center for audiology services
LODDI, Inc. for the purchase and management of homes
Allen County RTA for transportation

105-09 Accept the following inspection reports:
Ohio Department of Commerce, Division of Industrial Compliance for boiler inspections

106-09 Authorize Case Study by Substitute Teacher

107-09 Modify Program Calendar for 2009 through 2010

108-09 Approve Salary Increase for the Director of Business

109-09 Approve and Advance to LODDI, Inc.

ALLEN COUNTY BOARD OF MENTAL RETARDATION
AND DEVELOPMENTAL DISABILITIES

MINUTES
September 28, 2009

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, September 28, 2009. President Goodin called the meeting to order at 4:45 p.m. with the following roll call response:

Mr. David Bowers, 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 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 Jenny Cogan read the vision statement for the Board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

<u>Item(s) Added</u>	<u>Requested By</u>
Contract with RTA for Delphos Route	Superintendent Baldrige

RESOLUTION 95-09:

Mr. Miller moved to approve the agenda.

Dr. Snyder seconded the motion to approve the agenda.

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

IV. Correspondence

Letter from Christine's Siblings
E-mail from Joyce Fledderjohann

V. Hearing of the Public

VI. Reports

- A. Staff Report – Shirley Evans and Shelly Snyder provided an update on the Building Partnerships Initiative.
- B. Best Practice – Shirley and Shelly also provided a best practice report regarding reporting crimes involving persons with disabilities.

VII. Consent Agenda

SUPERINTENDENT’S RECOMMENDATION 96-09: Superintendent Baldrige recommended the Board consent to the following items:

- A. Approval of the minutes of the regular meeting of the Allen County Board of MR/DD held on August 31, 2009.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of MR/DD during August, pages 1 – 28 and 30 – 32.
- C. Accept Personnel Report
 - 1. New Hires
 - a. Melanie Shobe-Wierwille was hired into the position of Pathways Vocational Rehabilitation Counselor effective October 5, 2009, at an annual salary of \$30,286.
 - b. Kelly Catlett was hired into the position of Bus Aide - twelve month effective September 17, 2009.
 - 2. Transfers
 - a. Rachel Kindle transferred from Workshop Assistant/Bus Aide to Workshop Assistant effective August 27, 2009 at the same AFSCME Salary Step.
 - b. Tammy Price-Hayes transferred from Workshop Assistant to Workshop Assistant /Bus Aide effective September 3, 2009 at the same AFSCME Salary Step.
 - c. Tyler Sneary transferred from Bus Aide – 12 Month to Workshop Assistant effective September 10, 2009 at AFSCME Salary Step 0.
 - 3. Terminations
 - a. Alexandra Sarsalari has submitted her resignation from the position of Help Me Grow Service Coordinator effective September 30, 2009.

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

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

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. Goodin, yes

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 97-09: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of MR/DD, page 29 during August.

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

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

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, abstain
Mrs. Goodin, yes

IX. Superintendent's Report

A. Fiscal – August

Fund 2018, General Fund

1.	Fees for Service/Local	
a.	Services – Tuition	4,551.68
b.	Services – Other	33,994.70
c.	Transportation Fees	3,372.09
d.	Sales – Cafeteria	1,297.90
e.	Other Enrollee Fees	480.00
f.	Services – Transportation	51.00
g.	Service – Supported Employment	5,243.67
2.	State and Federal Revenue	
a.	Special Ed Units – School	77,867.62
b.	Special Ed Units – Preschool	10,872.94
c.	Transportation – DOE	8,240.22
d.	Tax Equity – MR/DD	103,143.75
e.	Other – MR/DD	4,283.75
f.	Operating Subsidy – MR/DD	63,535.04
g.	Case Management – MR/DD	15,454.97
h.	HMG – General Revenue	18,836.09
i.	HMG – Grants	3,169.05
j.	Pathways Partners Match	97,000.00
k.	Other Receipts (Marimor Industries and BCII Checks)	1,016.93
3.	Other Revenue	
a.	P/R Transfer Option Life	1,911.42
b.	P/R Transfer – Hospital	25,669.38
c.	Refunds	70.89
d.	Sundry Revenue	4,080.79

Fund 2075, Family Resource Services

1.	Grant Revenue	16,512.00
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2. Reimbursement 1,008.99

Fund 2077, Residential Services

1. Allocation – MR/DD 102,826.81
2. Other Receipts 11.50

Fund 2460, Early Childhood Special Education - IDEA

1. Grant Revenue 2,509.16

Fund 2469, Special Education, Part B

1. Grant Revenue 8,392.56

Fund 2930, Unspecified

1. Donations 75.44
2. Interest 24.86

Fund 4018, Permanent

1. Sundry Revenue 324.00

Fund 9893, Flexible Savings Account

1. Employee Contribution 2,342.30

B. Administrative

1. Children's Services Report
2. Adult Services Report
 - Marimor Industries Financial Report included for Finance Committee only
3. Community Support Services
4. Human Resource Report and the HR Newsletter

X. Old Business

XI. Board Discussion

- Board Member Replacement
Superintendent Baldrige is working on finding a new Board Member.
- Opportunity to Run for the Board of Trustees of the Association
At this time, there is no interest to run for the Board of Trustees of the Association.
- Web Site Design
Superintendent Baldrige has contacted Corp Comp to discuss the redesign of our web-site. It will cost us around \$10,000 if we contracted with them. We may be able contract with the Public Relations person from the Mental Health and Recovery Services Board. She will look

into this option further. Our staff would still maintain the website.

- Digital Sign
A new digital sign will cost approximately \$20,000. Superintendent Baldrige will research this further but in the meantime, a 4 x 8 sign has been placed at each drive with our new name.
- Three Questions Boards Should Ask
Gina Goodin led the Board Discussion about the questions Boards should ask. Mrs. Goodin asked if the Board was looking at core values when we do our strategic Plan. Yes, we are doing this. Mrs. Goodin asked the Board who they felt our agency was made up of. The Board said our agency is made up of staff, clients, families, providers, the Board, community partners, employers and contractors. Mrs. Goodin stated that our core values, which are quality, integrity, ethics and stewardship, should apply to all the people we work with. Mrs. McLaurine stated that we show our core values during our staff report and our best practice report. Dr. Snyder recommended that the Board do a review at the end of each meeting to make sure we are going in the right direction and that we are able to identify and overcome our obstacles. Mrs. Hoops asked are we doing everything that we can to make an individual's life normal for what is normal for their family and not necessarily normal for us. Are we providing the ability for families to be normal? Are we giving them what we think they need or what they know they need? Mrs. Goodin said that we are not the "fix it" people. We are here to give people the tools they need for support. We are not here to dictate what they must do. Our mission goes hand in hand with this. See Attachment for additional notes.

XII. Committee Reports

A. Ethics Council – Met September 28, 2009

ETHICS COUNCIL RECOMMENDATIONS 98-09: 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>
RMS of Ohio	One Year	\$18.00 per hour \$.38 per mile
Angela Patterson	One Year	\$12.00 per hour \$.38 per mile
IHS Services, Inc.	One Year	\$18.00 per hour \$.38 per mile
Derry Glenn	One Year	\$12.00 per hour \$.38 per mile
IHS Services, Inc.	One Year	\$18.00 per hour \$.38 per mile

Dr. Snyder moved.

Mr. Bowers seconded the motion of the Finance Committee.

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mr. Miller, yes

Mrs. Hoops, yes
Mrs. Goodin, yes

B. Finance Committee – Met September 28, 2009

FINANCE COMMITTEE’S RECOMMENDATION 99-09: The Finance Committee recommended and so moved the following actions:

Approve Intra-Fund Transfer

From 40040631 360499, Adult Services, Industrial Systems, Travel Expense
To 40040631 370715, Adult Services, Industrial Systems, Community-Based Assessments
\$1,000 due to increased community-based assessments.

From 20751621 219099, Family Resource Services, Other Expense
To 20751641 410470, Family Resource Services, Adaptive Equipment
\$2,000 to cover requests which exceeded budget

From 20751617 171002, Family Resource Services, STRS
To 20751617 171001, Family Resource Services, PERS
\$125 to cover benefit costs which exceeded the budget

Mr. Miller moved.

Mr. Bowers seconded the motion of the Finance Committee.

Mr. Bowers, yes
Mr. Miller, yes

Mrs. Hoops, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mrs. Goodin, yes

C. Personnel Committee – Met September 28, 2009

With the increase in Medicaid and the complexity of our funding system, there is an identified need to provide more support in the Business Office. In consulting with the Director of Business, we would like to add a nineteen hour per week position.

With the current vacancy in the Early Childhood Education Coordinator position, we would like to make a few minor changes in the position description. The revised description places more responsibility for coordinating early intervention referrals and assuring good transition services for young children. There is also an additional certification requirement in order to supervise service coordination.

With the creation of the Pathways Administrative Assistant position, the Secretary/Receptionist position in Employment Services is no longer needed.

PERSONNEL COMMITTEE’S RECOMMENDATION 100-09: The Personnel Committee recommended and so moved the following actions:

1. Create a part-time (nineteen hour per week) Billing Clerk/Fiscal Support
2. Modify the position of Early Childhood Education Coordinator
3. Abolish the position of Secretary/Receptionist for Employment Services effective October 1, 2009

Dr. Snyder moved.

Mr. Miller seconded the motion of the Finance Committee.

Mrs. Hoops, yes
Dr. Snyder, yes

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Goodin, yes

D. Planning Committee

E. Policy Committee – Met September 28, 2009

In keeping with current issues, we are proposing to specifically address pandemic flu within our Communicable Disease Policy. Since the first reading, it was recommended that we add a section on Preschool Program Guidelines. Since the second reading, the source documents have now been referenced, so a few additional changes have been made in the Preschool Guidelines.

During a recent Title XX Review, the Department of MR/DD requested that we include the eligibility criteria in our policy rather than simply referencing the Ohio Administrative Code. They also wanted us to say more about units of service documentation.

The school needs a pest management policy to comply with regulations. Additionally, the Industries is being required to have a vermin control policy and procedure by Proctor and Gamble. Angie and Peggy have worked together to meet the needs of both entities with the Integrated Pest Management Policy.

POLICY COMMITTEE RECOMMENDATION 101-09: The Policy Committee recommended and so moved the following actions:

1. Adopt Policy 8.4.3 – Communicable Disease with revisions
2. Accept Policy 7.10 – Title XX Eligibility and Reimbursement for second reading
3. Adopt Policy 2.02 – Integrated Pest Management – Emergency Adoption

Mrs. Hoops moved.

Dr. Snyder seconded the motion of the Policy Committee.

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. Goodin, yes

XIII. New Business

A. Adopt Name Change Resolution

SUPERINTENDENT'S RECOMMENDATION 102-09: Superintendent Baldrige recommended the Board adopt the following resolution:

WHEREAS, the words “mental retardation” and variations thereof have taken on negative connotations in our society and are frequently used in hurtful ways; and

WHEREAS, a group of self-advocates have successfully spearheaded a movement to remove the term “mental retardation” from the laws of the State of Ohio, as well as service agencies throughout the state, which resulted in Senate Bill 79; and

WHEREAS, Senate Bill 79 was signed into law by Governor Ted Strickland on July 8, 2009 renaming all 88 County Boards of Mental Retardation and Developmental Disabilities as “County Boards of Developmental Disabilities” effective in 90 days from that date; and

WHEREAS, the law included an amendment that allow County Boards of Developmental Disabilities to deplete all of their existing brochures, letterhead, envelopes and other printed supplies to eliminate any waste of materials that already have been purchased;

NOW, THEREFORE, BE IT RESOLVED that the Allen County Board of Mental Retardation and Developmental Disabilities shall henceforth be referred to and known to all as the Allen County Board of Developmental Disabilities and measures will be taken to communicate this message to our community.

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

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

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

B. Request County Commissioners Declare Items Obsolete and Authorize Private Sale

SUPERINTENDENT'S RECOMMENDATION 103-09: Superintendent Baldrige recommended the Board recommend the Allen County Commissioners declare the items listed on the attached Auction list to be not needed for public use, obsolete or unfit for use in accordance with §307.12(E) O.R.C. Upon receipt of approval from the County Commissioners, the Board authorizes administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

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

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

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

C. Enter into Agreements and/or Contract

SUPERINTENDENT'S RECOMMENDATION 104-09: Superintendent Baldrige recommended the Board enter into the following agreements for services and contract addendum:

Type:	Software License Agreement
Party:	Primary Solutions
Purpose:	To maintain the software license on Gatekeeper Software
Term:	October 25, 2009 through October 23, 2010

Cost: \$16,759

Type: Service Agreement
Party: Wood County Educational Service Center
Purpose: To purchase audiology services
Term: 2009 – 2010 School Year
Cost: \$73.00 per hour including travel time and \$0.55 per mile

Type: Master Contract for Housing Acquisition, Development and Management Services
Party: LODDI, Inc.
Purpose: To contract for the purchase and management of houses
Term: November 21, 2009 through November 20, 2012
Cost: N/A

Type: Transportation Agreement
Party: Allen County Regional Transit Authority
Purpose: To contract transportation for Delphos route
Term: July 1, 2009 through June 30, 2010
Cost: \$174.42 per day July 1, 2009 through September 30, 2009 then \$185.19 per day effective October 1, 2009

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

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

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

D. Accept Inspection Report

SUPERINTENDENT'S RECOMMENDATION 105-09: Superintendent Baldrige recommended the Board accept the following inspection reports:

Inspector: Ohio Department of Commerce, Division of Industrial Compliance
Date: May 21, 2009
Type: Five Boiler Inspections
Outcome: In compliance
Corrective Action: N/A

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

Mr. Miller 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	Mrs. Goodin, yes

E. Authorize Case Study by Substitute Teacher

Amanda Wilt is working as a substitute teacher at Marimor School. She is also working toward licensure and a Masters in Intervention Specialist, Mild to Moderate. As part of her coursework, she needs to complete a Case Study on a student 14 years or older. Her class is focusing on transitions that adolescent students make at this point in their education. Her case study would involve a few hours of observation and interview time with the student and teacher. She will have a permission form completed by the parent. Peggy Cockerell recommended this request be granted.

SUPERINTENDENT'S RECOMMENDATION 106-09: Superintendent Baldrige recommended the Board approve authorizing Amanda Wilt to complete a Case Study of a student at Marimor School with the student's parent/guardian's permission.

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

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

Mrs. McLaurine, yes
Mr. Bowers, yes

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. Goodin, yes

F. Modify the Program Calendar for 2009 through 2010

The school calendar provides for one day of school in excess of what has been negotiated with the teachers' union. Therefore, it needs to be modified.

SUPERINTENDENT'S RECOMMENDATION 107-09: Superintendent Baldrige recommended the Board modify the Program Calendar for 2009 – 2010 by changing the last day of school to May 27 and scheduling calamity make-up days for May 28 through June 4.

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

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

Mr. Miller, yes
Mrs. Hoops, yes

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mrs. Goodin, yes

G. Approve Salary Increase for the Director of Business

SUPERINTENDENT'S RECOMMENDATION 108-09: Superintendent Baldrige recommended the Board approve an annual salary of \$74,441 for the Director of Business retroactive to August 1, 2009 and to renew her contract from to August 1, 2009 through July 31, 2010.

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

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

Dr. Snyder, yes
Mrs. McLaurine, yes

Mr. Bowers, yes
Mr. Miller, yes

Mrs. Hoops, yes
Mrs. Goodin, yes

H. Approve an Advance to LODDI, Inc.

The 19 renovation projects are coming along nicely for LODDI. However, the State still has not paid LODDI, Inc. for any of the completed work. Therefore, Jeannie is requesting an additional \$50,000 advance.

SUPERINTENDENT'S RECOMMENDATION 109-09: Superintendent Baldrige recommended the Board approve an additional advance to LODDI, Inc. in the amount of \$50,000 to ease case flow issues for the State funded renovation projects.

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

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

Mr. Bowers, yes

Mrs. Hoops, yes

Mrs. McLaurine, yes

Mr. Miller, yes

Dr. Snyder, yes

Mrs. Goodin, yes

XIV. Other Items to Come Before the Board

Follow up to Board Discussion - Summary of Board Meeting

The Board was customer driven in their Best Practice discussion and during the Board discussion segments of the Board meeting. By taking on the Pathways grant and by our work in transition the Board shows that they are providing quality services. The Board showed collaboration and partnerships by approving the RTA contract and in the Best Practice discussion. The Board showed integrity in the reading of the vision statement at the beginning of each meeting and by changing our name. The Board showed stewardship by looking at ways to save money in contracting with other agencies for transportation, looking at other options for our new web page design and incorporating new policies. The Board showed consumer participation by involving the consumers in the public service announcements, by having a consumer read the vision statement and by giving a consumer the opportunity to speak at a Chamber of Commerce meeting. There are many more obstacles to overcome such as overcoming public perception and labeling, doctors labeling children and prescribing therapies rather than looking for other strategies. Another obstacle is the entitlement some parents feel especially when their child is going from School Age to young adult. Time is a big obstacle. Not enough time to do all that we need to do.

XV. Adjournment

Mrs. Hoops moved to adjourn the meeting at 6:33 p.m.

Mr. Bowers seconded the motion to adjourn.

Mrs. Hoops, yes

Mrs. McLaurine, yes

Mr. Miller, yes

Dr. Snyder, yes

Mr. Bowers, yes

Mrs. Goodin, yes

Regular Board Meeting
November 23, 2009, 2009 at 4:45 p.m.
Allen County Board of DD
Administration Building
2500 Ada Road, Lima, OH

Chris Calvelage, Clerk

Greg Miller, Recording Secretary