

July 28, 2015

- 63-15 Approval of the Agenda
- 64-15 Approval of the Minutes of the June 23, 2015 regular meeting  
Concurrence with the payment of bills in June, pages 3-6, 8-11, 13-15, 17-19, 21-22, 25 and 27-32  
Accept Personnel Report
  - Hire of Kristin Green as Part Time Employment Specialist
  - Hire of Danielle Poland as an Instructor – School Age
  - Hire of Catherine Kouns Born as Human Resource Director
  - Transfer of Peggy Folk from Day Services Specialist to Community-Based Specialist
  - Transfer of Cindy Silone from Day Services Assistant/Bus Aide to Day Services Specialist
  - Transfer of Susan Haase from Employment Specialist to Employment Coordinator
  - Transfer of Cody Bowersock from Employment Coordinator to Service and Support Associate
  - Transfer of Jacqueline Mojica from Part Time Employment Specialist to Employment Specialist
  - Retirement of Terrel Dahill as Day Services Specialist
  - Probationary Removal of Stephanie Archer as Educational Aide
  - Resignation of David Howard as Service and Support Associate
- 65-15 Concurrence with the payment of bills in June, pages 2, 20, 23, 26 and 33
- 66-15 Concurrence with the payment of bills in June, pages 1, 12 and 24
- 67-15 Concurrence with the payment of bills in June, page 16
- 68-15 Concurrence with the payment of bills in June, page 7
- 69-15 Approve Direct Service Contract  
Benchmark
- 70-15 Approve the following Policy Actions:
  - 1. Approve the following Revised Policies
    - Policy 1.55 Information Services – Computer Usage/Electronic Data
    - Policy 1.57 Electronic Signatures
    - Policy 4.01 Transportation Alternatives/Collaboration and Emergency Transportation Assistance
    - Policy 4.04 Transportation Procedures Manual
    - Policy 8.1.2 School Age Policy
  - 2. Approve Handbooks
    - Project SEARCH Handbook 2015-2016
    - School Age Handbook
  - 3. Review of Policies with No Changes Recommended
    - Policy 4.03 Transportation Safety Instruction for Individuals Served
    - Policy 4.05 Authorized Bus Passengers and Vehicle Usage
- 71-15 Approve Bus Routes for 2015-2016 School Year

72-15 Approve the Sale of Two Buses

73-15 Abolish and Create the following Positions:

- 1 CS-307 Part-Time Instructor – Preschool, abolish effective August 19, 2015
- 1 AS-316 Activities Coordinator, abolish effective July 28, 2015
- 1 TR-102 Bus Aide, abolish effective August 19, 2015
- 1 AS-104b Day Services Assistant/Bus Aide (a.m.), abolish effective August 25, 2015
- 3 AS-104a Day Services Assistant/Bus Aide (p.m.), abolish effective August 25, 2015
- 1 TR-106 Bus Driver (9 month), abolish effective July 28, 2015
- 1 AS-118 Day Services Specialist, abolish effective July 28, 2015
  
- 4 AS-105 Part Time Assistants, create effective August 26, 2015

74-15 Approve Agency Lease Agreement with Community Services Corporation

75-15 Approve Revisions to Position Descriptions

76-15 Approve Request for Proposal for Transportation Services

77-15 Adopt Resolution Requesting Submission of Question of Levy – Withdrawn

78-15 Accept Resignation from the Superintendent

79-15 Revise Program Calendar for 2015-16

80-15 Approve Items to be Sold on GovDeals.net

ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

MINUTES  
July 28, 2015

5:30 p.m. Regular Board Meeting  
Room 120 – Marimor School  
2550 Ada Road, Lima OH

I. Roll Call

The Allen County Board of Developmental Disabilities met in regular session on Tuesday, July 28, 2015 in room 120 at Marimor School. President Fleming called the meeting to order at 5:30 p.m. with the following roll call response:

Mr. Patrick Conrath, present  
Mrs. Linda Lehman, present  
Ms. Phyllis Montrose, present

Mr. Martin Garlock, present  
Mr. Robert McPheron, present at 5:51 pm  
Mr. Thomas Fleming, present

II. Focus

Mission The mission of the Allen County Board of Developmental Disabilities is to:

- Reduce Barriers
- Ensure Supports
- Expand Meaningful Community Involvement

Vision: The Vision Statement was read by Ted Ellis. Ted is a member of Marimor Industries, Inc. board.

Pledge of Allegiance

III. Revision and Acceptance of the Agenda

Mr. Garlock moved to approve the agenda.

Ms. Montrose seconded the motion to approve the agenda.

Mr. Garlock, yes  
Mr. Conrath, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

Ms. Montrose, yes

IV. Correspondence

- Resignation from Ariel Meister
- Thank you for the Training Room renovation.

V. Hearing of the Public

VI. Reports – Levy Information

Superintendent Baldrige met with the Commissioners to discuss the levy last week. Commissioner Jay Begg asked how many mills other DD Boards in the state had. Superintendent Baldrige explained that

the value per mill varies by county because it is based on population and property values. Commissioner Cory Noonan asked the Superintendent to provide them with a budget that included the privatization of Marimor Industries. The information requested was provided. Based on the most recent 5 Year Projection, Commissioner Greg Sneary believed it was at least one year too early for the DD Board to put a levy on the ballot. It was agreed that ACBDD should not put a levy on the ballot at this time. Potential privatization costs were also discussed and many are unknown at this time.

## VII. Consent Agenda

SUPERINTENDENT'S RECOMMENDATION 64-15: 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 Developmental Disabilities held on June 23, 2015.
- B. Concurrence with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of June pages 3-6, 8-11, 13-15, 17-19, 21-22, 25, and 27-32.
- C. Accept Personnel Report
  - 1. New Hires
    - a. Kristin Green was hired as a Part-time Employment Specialist effective July 6, 2015 at an hourly rate of \$12.40.
    - b. Danielle Poland was hired as an Instructor – School Age effective August 20, 2015 at Step BA-4 on the MEA salary schedule.
    - c. Catherine Kouns Born was hired as a Human Resource Director effective August 10, 2015, at an annual salary of \$70,000.
  - 2. Transfers
    - a. Peggy Folk transferred from a Day Services Specialist to a Community-Based Specialist effective June 22, 2015 at the same AFSCME Salary Step.
    - b. Cindy Silone transferred from a Day Services Assistant/Bus Aide to a Day Services Specialist effective July 9, 2015 at the same AFSCME Salary Step.
    - c. Susan Haase transferred from an Employment Specialist to an Employment Coordinator effective July 13, 2015 at the same AFSCME Salary Step.
    - d. Cody Bowersock transferred from an Employment Coordinator to a Service and Support Associate effective July 20, 2015 at an annual salary of \$40,000.
    - e. Jacqueline Mojica transferred from a Part-time Employment Specialist to an Employment Specialist effective July 20, 2015 at AFSCME Salary Step 3.
  - 3. Terminations
    - a. Terrel Dahill retired from her position as a Day Services Specialist effective July 6, 2015.
    - b. Stephanie Archer will be probationary removed as an Educational Aide effective August 19, 2015.
    - c. David Howard will be resigning as a Service and Support Associate effective July 31, 2015.

Ms. Montrose moved to accept the recommendation of the Superintendent.

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

Mrs. Lehman, yes	Mr. McPheron, yes	Ms. Montrose, yes
Mr. Conrath, yes	Mr. Garlock, yes	Mr. Fleming, yes

VIII. Exception Agenda

SUPERINTENDENT’S RECOMMENDATION 65-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of June, pages 2, 20, 23, 26, and 33

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

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

Mr. McPheron, yes	Ms. Montrose, yes	Mr. Conrath, yes
Mr. Garlock, yes	Mrs. Lehman, yes	Mr. Fleming, abstain

SUPERINTENDENT’S RECOMMENDATION 66-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of June, pages 1, 12, and 24.

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

Ms. Montrose seconded the motion to accept the recommendation of the Superintendent.

Ms. Montrose, yes	Mr. Conrath, yes	Mr. Garlock, yes
Mrs. Lehman, abstain	Mr. McPheron, yes	Mr. Fleming, yes

SUPERINTENDENT’S RECOMMENDATION 67-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of June, page 16.

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

Ms. Montrose seconded the motion to accept the recommendation of the Superintendent.

Ms. Montrose, yes	Mr. Conrath, abstain	Mr. Garlock, yes
Mrs. Lehman, yes	Mr. McPheron, yes	Mr. Fleming, yes

SUPERINTENDENT’S RECOMMENDATION 68-15: Superintendent Baldrige recommended the Board concur with the payment of bills for programs operated by the Allen County Board of Developmental Disabilities during the month of June, page 7.

Ms. Montrose moved to accept the recommendation of the Superintendent.

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

Mr. Conrath, yes	Mr. Garlock, yes	Mrs. Lehman, abstain
Mr. McPheron, yes	Ms. Montrose, yes	Mr. Fleming, abstain

IX. Superintendent's Report

A. Administrative

1. Children's Services Report
2. Adult Services Report
  - Marimor Industries Financial Reports included for Finance Committee only
3. Community Support Services Report
  - Minutes of LODDI, Inc. meeting of June 30, 2015
  - Financial Statements for April and May for Finance Committee only.
4. Human Resource Report and HR Newsletter

X. Old Business

XI. Committee Reports

A. Ethics Council – Met July 28, 2015

ETHICS COUNCIL RECOMMENDATION 69-15: The Ethics Council recommended and so moved that the Board approve the following direct service contract:

<u>Provider</u>	<u>Contract Period</u>	<u>Rate</u>
Benchmark	1 year	\$18.64 per hour \$ 0.45 per mile

Mr. Conrath moved.

Mr. Garlock seconded the motion of the Ethics Council.

Mr. Garlock, yes	Mrs. Lehman, yes	Mr. McPheron, yes
Ms. Montrose, yes	Mr. Conrath, yes	Mr. Fleming, yes

B. Finance Committee – Met – July 24, 2015

C. Planning Committee

D. Policy Committee

Policy 1.55 was reviewed and updated as technology continues to evolve. Social media was added in several places to assure that staff understand that social media is controlled by the Board in relationship to our services and the people we serve. Since the policy was last reviewed, we now provide encrypted email in order to send protected health information (PHI) via email. We speak more specifically to cell phone

limitations in relation to PHI. Policy 1.57 is a new policy which addresses an employee's responsibility when using an electronic signature.

Policy 4.01 combines the original 4.01 and 4.02. No significant changes were made. Policy 4.04 was modified only to specify that transportation staff must receive the Transportation Procedures Manual.

Policy 8.1.2 had a few changes, updating terminology and tweaking some of the language. The grandfather clause was removed from the policy and an exception allowance was added for children who do not meet the eligibility criteria. Mental retardation was replaced with intellectual disability. Social media was added as a method of communication. The new security option at the school was added. The minimum school year was revised to match current law.

The Project SEARCH Handbook is ready for Board approval. The School Age Handbook is updated with photos, cafeteria prices and daily time schedule. Students who are 14 will be invited to their team meetings and "good life" was introduced to the Handbook. There is a note about the new security system at the school. Under wellness, we are now permitting pop to be used as reinforcement in a success plan. The parent to parent network was eliminated because parents have not been interested in it. There were also other minor changes.

Policy 4.03 and 4.05 were reviewed with no changes recommended.

POLICY COMMITTEE RECOMMENDATION 70-15: The Policy Committee recommended and so moved that the following actions be approved:

1. Approve Revised Policies

Policy 1.55	Information Services – Computer Usage/Electronic Data
Policy 1.57	Electronic Signatures
Policy 4.01	Transportation Alternatives/Collaboration and Emergency Transportation Assistance
Policy 4.04	Transportation Procedures Manual
Policy 8.1.2	School Age Policy

2. Approve Handbooks

Project SEARCH Handbook 2015-2016  
School Age Handbook

3. Review of Policies with No Changes Recommended

Policy 4.03	Transportation Safety Instruction for Individuals Served
Policy 4.05	Authorized Bus Passengers and Vehicle Usage

Ms. Montrose moved.

Mr. Conrath seconded the motion of the Policy Committee.

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

XII. New Business

A. Approve Bus Routes for 2015-2016 School Year

Department of Education requires that the Board approve bus routes for each school year. Bus routes are very fluid, but at this moment in time, the routes are as follows.

SUPERINTENDENT RECOMMENDATION 71-15: Superintendent Baldrige recommended that the Board approve the following bus routes for the 2015-2016 school year.

BUS #	ROUTE	STOPS	SEATED	W/C	SCHOOL AGE	ADULT	BUS AIDES	1 on 1 Bus Aides	TOTAL TRANSPORTED
<b>6+ ACBDD ROUTES</b>									
18	Southeast Lima	17	16	3	7	12	AM/PM		19
6	Mid Lima	14	16	3	7	12	AM/PM		19
5	Elida	11	11	2	4	9	AM/PM		13
17	South Lima	12	14	3	7	10	AM/PM	+ 1 on 1 Aide for PM only	17
22	West Lima	13	12	4	4	12	AM/PM		16
21	Bluffton	12	9	3	5	7	PM Only		12
	Lost Creek +	1		4	0	4	N/A		4
<b>ACBDD Totals</b>		<b>80</b>	<b>78</b>	<b>22</b>	<b>34</b>	<b>66</b>			<b>100</b>
<b>6 RTA - ROUTES</b>									
	Brower	14	17	2	2	17	AM/PM		19
	Delphos	11	10	1	1	10	AM/PM		11
	Harrod	12	11	1	1	11	AM/PM		12
	Shawnee #1	10	9	1	1	9	AM/PM		10
	Spencerville	8	9	2	2	9	N/A		11
	Northeast Route	3					N/A		
<b>RTA Totals</b>		<b>58</b>	<b>56</b>	<b>7</b>	<b>7</b>	<b>56</b>			<b>63</b>
							AM Aides		
							9		
		138	134	29	41	122	PM Aides		163
				163		163	11		
<b>TOTAL ROUTES: 12+</b>									
+ denotes a second run									
*Lost Creek is counted as 4 wheelchairs; however, currently on Tu-Th there is only 3 wheelchairs									

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

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

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. Fleming, yes



B. Approve the Sale of two Buses

It is believed that we can sell two of our buses and still have sufficient spare buses to get through most emergencies.

SUPERINTENDENT RECOMMENDATION 72-15: Superintendent Baldrige recommended that the Board recommend the Allen County Commissioners declare the following vehicles 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, authorize administration to auction said items on GovDeals.net following the procedures established by the County Commissioners.

<u>Vehicle</u>	<u>Year</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Mileage</u>	<u>Specification</u>
Bus #14	1999	International	1HVBBABN6XH229757	143,209	72 Passengers
Bus #15	1997	Ford	1FDXB80C6VVA13052	122,512	72 Passengers

Ms. Montrose moved to accept the recommendation of the Superintendent.

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

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Mr. Fleming, yes

C. Abolish and Create Positions

The part-time Preschool Instructor position needs to be abolished since there will no longer be a preschool program offered by our Board. The Instructor currently filling this position will move back to the part-time Arts Activities Coordinator position. The duties of the vacant Activities Coordinator position in Adult Services are being covered by the Secure Scan Coordinator and the position can now be abolished.

There is a 9-month Bus Driver position that is currently vacant and no longer needed. We are also able to drop an RTA route which allows us to drop a Bus Aide and we have one RTA route that no longer requires a Bus Aide. The net result is that we need two less Bus Aides on the a.m. routes and four less Bus Aides on the p.m. routes. The positions they are currently filling will be abolished and those that are dual will be replaced with a 29 hour position.

SUPERINTENDENT RECOMMENDATION 73-15: Superintendent Baldrige recommended that the Board abolish the following positions:

- 1 CS-307 Part-Time Instructor – Preschool, effective August 19, 2015
- 1 AS-316 Activities Coordinator, effective July 28, 2015
- 1 TR-102 Bus Aide, effective August 19, 2015
- 1 AS-104b Day Services Assistant/Bus Aide (a.m.), effective August 25, 2015
- 3 AS-104a Day Services Assistant/Bus Aide (p.m.), effective August 25, 2015
- 1 TR-106 Bus Driver (9 month), effective July 28, 2015
- 1 AS-118 Day Services Specialist, effective July 28, 2015

Superintendent Baldrige further recommended the Board create four AS-102 Day Services Assistant positions at 29 hours per week effective August 26, 2015.

Ms. Montrose moved to accept the recommendation of the Superintendent.

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

Ms. Montrose, yes  
Mrs. Lehman, yes

Mr. Conrath, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Mr. Fleming, yes

D. Approve Agency Lease Agreement

It is again time to renew our lease agreement with the Community Service Corporation for the space in the United Way Building. When we started renting in 2008, the cost was \$8.00 per square foot. In 2012, it went up to \$8.25. This year they are asking \$8.50. That is still a very reasonable price for the space provided. They have asked for a two year lease, however with all of the pending changes, Superintendent Baldrige recommended one year. Phil Haynes is fine with that.

SUPERINTENDENT RECOMMENDATION 74-15: Superintendent Baldrige recommended that the Board renew the Agency Lease Agreement with the Community Service Corporation for \$28,968 for one year from July 1, 2015 through June 30, 2016, payable in monthly installments of \$2,414.

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

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

Mr. Conrath, abstain  
Mr. McPheron, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

E. Approve revisions to Position Descriptions

Annually we review all position descriptions to ensure they are still relevant and identify the actual requirements of the position. This is a requirement for CARF Accreditation and is good practice.

SUPERINTENDENT RECOMMENDATION 75-15: Superintendent Baldrige recommended that the Board revise position descriptions as presented.

<b>Position Code</b>	<b>Title</b>	<b>Changes</b>
AD-202	Administrative Assistant - Fiscal/Technology	No Change
AD-204	Administrative Assistant - Business	No Change
AD-206	Billing Clerk/Fiscal Support	No Change
AD-208	Administrative Assistant – Superintendent	No Change
AD-302	Public Relations Coordinator	Change supervisor to Human Resource Director
AD-304	Technology Coordinator	No Change
AD-500	Human Resource Director	Move the Public Relations Coordinator and the Administrative Assistant to the Superintendent under the supervision of the HR Director.

AD-502	Director of Business	No Change
AD-600	Superintendent	No Change
AS-102	Day Services Assistant	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-102a	Day Services Assistant	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-102c	Day Services Assistant	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-103	Day Services Assistant/Bus Aide	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-104a	Day Services Assistant/Bus Aide	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-104b	Day Services Assistant/Bus Aide	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-104c	Day Services Assistant/Bus Aide	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-104d	Day Services Assistant/Bus Aide	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-105	Part-time Assistant	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-106	Shipping/Receiving Clerk	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule. Added Clerk to title.
AS-107	Shipping/Receiving/Clerk	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule. Added Clerk to title.
AS-108	Payroll Clerk	No Change
AS-110	Employment Services Support	Added "requests and reviews all OOD/VR Contract Authorizations." Added "Trainer schedule changes" to decisions made independently. Other changes to reflect practice.
AS-114	Community Based Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-115	Community Based Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.

AS-118	Day Services Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-118a	Day Services Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-119	Day Services Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-120	Employment Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-121	Employment Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-124	(P/T) Employment Specialist	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule. Changed some specific job accountabilities to reflect practice.
AS-126	Employment Services Training Coordinator	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule. Changed some specific job accountabilities to reflect practice.
AS-202	Administrative Assistant	Changed some specific job accountabilities to reflect practice.
AS-204	Secretary/Receptionist	Changed some specific job accountabilities to reflect practice.
AS-206	Administrative Assistant-Industrial	Changed some specific job accountabilities to reflect practice.
AS-207	Secretary/Receptionist	Changed some specific job accountabilities to reflect practice.
AS-302	Marketing Representative	Changed some specific job accountabilities to reflect practice.
AS-304	Job Developer	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule. Changed some specific job accountabilities to reflect practice.
AS-306	VR Contract Services Coordinator	Changed title. Deleted requirement for DODD Certification. Added specific areas required the for the Bachelor's Degree. Other changes in job accountabilities to reflect practice.
AS-308	Employment Coordinator	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule.
AS-310	Adult Services Nurse	No Change
AS-312	Nurse	No Change

AS-314	Secure Scan/Activities Coordinator	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule. Changed job title, accountabilities, qualifications, etc. to merge the Activities Coordinator position into one job.
AS-318	Project SEARCH Instructor	Deleted references to MSPR, MH and DH in the Licensure section.
AS-320	Employment First Coordinator	Changed Licenses and Certification from old rule to "Eligible for Adult Services Worker Certification in accordance with DODD Rule. Deleted facilitating the agency's Employment First Steering Committee and leading the agency's Project Transformation grant. Added leading Career College.
AS-402	Industrial System Assistant	Changed Licenses and Certificates from old rule to "Eligible for Adult Services Supervisor certification in accordance with DODD Rule."
AS-409	Industrial Accountant	No Change
AS-410	Administrative Assistant	Changed some specific job accountabilities to reflect practice.
AS-416	Employment Services Manager	Changed some specific job accountabilities to reflect practice. Changed Licenses and Certificates from old rule to "Eligible for Adult Services Supervisor certification in accordance with DODD Rule."
AS-418	Habilitation Manager	Deleted chairing Human Rights Committee. Changed Licenses and Certificates from old rule to "Eligible for Adult Services Supervisor certification in accordance with DODD Rule."
AS-420	Industrial Systems Manager	Added two part-time Assistants to supervision. Other changes in job accountabilities to reflect practice. Changed Licenses and Certificates from old rule to "Eligible for Adult Services Supervisor certification in accordance with DODD Rule."
AS-424	Nursing Coordinator	No Change
AS-426	VR Contract Services Supervisor	Changed title to VR Contract Services Supervisor. Deleted DODD Certification requirement. Specified the type of Bachelor's Degree required. Changed some specific job accountabilities to reflect practice.
CS-103	Cafeteria Worker	Delete preschool from Job Summary. Deleted preschool snacks from job accountability. Added annual training to job accountability.
CS-104	Cafeteria Worker	Delete preschool from Job Summary. Deleted preschool snacks from job accountability. Added annual training to job accountability.
CS-108a	Educational Aide	No Change
CS-110a	Educational/Bus Aide	No Change
CS-110c	Educational/Bus Aide	No Change
CS-110d	Educational/Bus Aide	No Change
CS-114	Educational Aide/Bus Aide	No Change

CS-116	Employment Specialist - Youth	No Change
CS-204	Secretary	Removed preschool from Job Scope for maintenance of files. Updated MFE to ETR. Changed involvement with medical alerts accountability #8. Changed percentages of sitting/standing.
CS-206	Secretary/Receptionist	Removed early intervention and preschool from Job Scope,
CS-301	Early Intervention Specialist (Sub)	Change training and experience to meet new DODD Early Intervention Services certification process.
CS-302	Early Intervention Specialist	Change training and experience to meet new DODD Early Intervention Services certification process.
CS-303	Developmental Specialist (PT)	Change training and experience to meet new DODD Early Intervention Services certification process.
CS-304	Instructor-Preschool	No Change
CS-305	Instructor-Adaptive Physical Education	Removed preschool from Job Scope. Removed reference to Ohio Early Learning Content Standards from job accountability #2.
CS-306	Instructor-School Age	Changed title to Intervention Specialist. Deleted references to MSPR, MH and DH in the Licensure section.
CS-309	Speech/Language Therapist - Early Intervention	Deleted preschool from Job Summary. Removed reference to Ohio Early Learning Content Standards from accountability #2
CS-310	Instructor (Sub)	Changed title to Intervention Specialist. Deleted references to MSPR, MH and DH in the Licensure section.
CS-312	School Nurse	No Change
CS-314	Behavior Support Specialist - Children	Changed one frequency of a job accountability.
CS-315	Behavior Support Specialist - Children (Sub)	Changed one frequency of a job accountability.
CS-316	Educational Consultant	Added children/youth who are referred to the Job Summary. Separated monitoring from the completion of exit follow-up summaries in accountabilities #1 and #2. Changed the percent of time spent on accountabilities. Added staff training as a strategy for collaboration in job accountability #5.
CS-318	Speech / Language Therapist (PT)	No Change
CS-320	Arts Activities Coordinator (PT)	Deleted preschool from Job Scope.
CS-402	Cook	Delete preschool from Job Summary. Deleted preschool snacks from job accountability. Added annual training to job accountability.
CS-404	Administrative Assistant	Deleted preschool from Job Scope. Added Title XX to job duty. Changed several frequencies.
CS-408	Early Childhood Coordinator - HMG Contract Mgr.	Updated job titles in accountability #7 and updated list of who is supervised.

CS-500	Director of Education	Delete preschool from Job Summary. Reduce direct supervision to 24 and reduce number of children directly supervised to 50. Updated list of who is supervised.
HG-110	HMG-Family Support Worker (MIECHV)	No Change
HG-112	HMG-Central Intake / Child Find Coordinator / Family Support Worker (MIECHV)	No Change
HG-202	HMG-Administrative Assistant	Added examples to current materials and reports. Changed assists with office business duties from occasionally to frequently.
HG-306	HMG - Home Visitor	No Change
HG-308	HMG-Service Coordinator (Part C)	No Change
HG-310	Developmental Specialist / HMG Services Coordinator	No Change
MT-102a	Custodial Worker	No Change
MT-102b	Custodial Worker	No Change
MT-105	Custodial Worker	No Change
MT-402	Maintenance Foreman	No Change
SC-202	Secretary	No Change
SC-204	Secretary	Wording changes due to program name change to Family Support Services.
SC-206	Administrative Assistant	No Change
SC-302	Intake/Support Services Coordinator	No Change
SC-305	Service and Support Associate	No Change
SC-306	Behavior Support Specialist	Changes to coincide with the new Behavior Support Rule. Changed from "plans" to strategies. Minor additions to qualification to mirror rule and to include Trauma Informed Care.
SC-307	Service and Support Associate - Children	No Change
SC-308	Medicaid Services Specialist	Slight change in percentages of time per task. Removed assistance with file reviews.
SC-310	Investigative Agent	Changed one Investigative Agent job description to assist with provider certification and provider compliance reviews. Adjusted percentage of time per task accordingly.
SC-311	Investigative Agent - Community Outreach Coordinator	Added duties of Community Outreach Coordinator. Intent is to have 50% of the job devoted to development and maintenance of the FANs Network. 50% will continue with IA and related duties.
SC-312	Intake/Support Services Coordinator	No Change
SC-406	Service and Support Administration Manager	Changed wording around supervision of Behavior Support Specialist. Removed duty of chairing Waiting List Review Committee.

SC-402	Service and Support Associate Supervisor	No Change
SC-500	Director of Community Support Services	Added chairs Residential Waiting List Committee. Wording changes due to Family Resource Program name change. Changed Title of one IA supervised.
TR-102	Bus Aide	No Change
TR-103	Bus Aide	No Change
TR-104	Driver - Non CDL	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-105	Driver - Non CDL	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-106	Bus Driver	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-107	Bus Driver	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-110	Vehicle Maintenance	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-111	Vehicle Maintenance	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-112	Bus Driver / Driver Non-CDL	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-114	Driver - Non CDL / Bus Aide	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-116	Vehicle Maintenance / Bus Driver	Acceptable annual T-8 job fitness physical added to Licenses and certification.
TR-204	Administrative Assistant	No Change
TR-410	Transportation Director	Some modifications in job accountabilities to reflect current needs, including assuring the least restrictive transportation is utilized. Also acceptable annual T-8 job fitness physical added to Licenses and certification.

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

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

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Fleming, yes

F. Approve Request for Proposal

The State Auditors are requiring that we go out for bid for our transportation services that we currently contract for with RTA.

SUPERINTENDENT'S RECOMMENDATION 76-15: Superintendent Baldrige recommended the Board accept the proposed Request for Proposal and authorize administration to advertise for proposals when the timing is right. Additionally, since more information will be forthcoming from the Ohio Department of Developmental Disabilities, the Board authorizes administration to make minor changes in the document prior to advertising.



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

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

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Garlock, yes

Ms. Montrose, yes  
Mr. Fleming, yes

G. Adopt Resolution Requesting Submission of Question of Levy – Withdrawn by Superintendent Baldrige

SUPERINTENDENT’S RECOMMENDATION 77-15: Superintendent Baldrige recommended the Board adopt the following resolution.

RESOLUTION REQUESTING THE BOARD OF COUNTY COMMISSIONERS OF ALLEN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE COUNTY THE QUESTION OF AN ADDITIONAL TAX LEVY FOR THE ALLEN COUNTY BOARD OF DD.

(R.C. Sections 5705.03, 5705.222, 5705.19(L))  
(R.C. Chapter 5126)  
DD Levy

NOW, THEREFORE, BE IT RESOLVED by the Allen County Board of Developmental Disabilities, Ohio that:

Section 1. It is hereby found, determined and declared that this DD Board wishes to initiate proceedings for the submission to the electors of Allen County (the "County") the question of an additional tax levy for the DD Board.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the DD Board, and it is necessary to levy an additional tax in excess of such limitation for the DD Board, for the purpose of the operation of programs and services by county boards of developmental disabilities and for the acquisition, construction, renovation, financing, maintenance, and operation of mental retardation and developmental disabilities facilities.

Section 3. This DD Board hereby requests the Board of County Commissioners of the County to pass a resolution under R.C. Section 5705.222 and other applicable provisions of law to submit to the electors of the County at an election to be held therein on November 3, 2015, the question of such tax levy for the DD Board.

Section 4. Such tax levy shall be at a rate not exceeding 1.95 mills for each one dollar of valuation, which amounts to nineteen and one-half cents (\$0.195) for each one hundred dollars of valuation, for a continuing period of time.

Section 5. Such tax levy shall be placed upon the tax list and duplicate for the 2015 tax year, commencing in 2015, first due in calendar year 2016, if a majority of the electors voting thereon vote in favor thereof.

Section 6. The Clerk of this DD Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of County Commissioners of the County.

Section 7. It is hereby found and determined that all formal actions of this DD Board concerning and relating to the passage of this Resolution were taken in an open meeting of this DD Board, and that all deliberations of this DD Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The Recommendation was withdrawn by Superintendent Baldrige.

H. Accept Resignation from the Superintendent

SUPERINTENDENT’S RECOMMENDATION 78-15: Superintendent Baldrige recommended the Board accept the resignation from Superintendent Esther Baldrige effective April 20, 2016.

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

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

Ms. Montrose, yes	Mr. Conrath, yes	Mr. Garlock, yes
Mrs. Lehman, yes	Mr. McPheron, yes	Mr. Fleming, yes

I. Revise Program Calendar for 2015-16

SUPERINTENDENT’S RECOMMENDATION 79-15: Superintendent Baldrige recommended the Board modify the Program Calendar for 2015-2016 to change the all agency in-service from September 11 to September 25.

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

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

Ms. Montrose, yes	Mr. Conrath, yes	Mr. Garlock, yes
Mrs. Lehman, yes	Mr. McPheron, yes	Mr. Fleming, yes

J. Approve Items to Be Sold on GovDeals.net

SUPERINTENDENT’S RECOMMENDATION 80-15: Superintendent Baldrige recommended the Board recommend the Allen County Commissioners declare the following items 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, authorize administration to auction said items on GovDeals.net, following the procedures established by the County Commissioners.

<b>TAG #</b>	<b>DESCRIPTION</b>
150	8' wood top folding table
251	2 door cabinet

480	Hon desk chair
482	Hon desk chair - brown/tan
555	Bookshelf
660	8 wood top folding table
20409	Desk
21592	Gray Shelving
21901	Tan Desk
23069	Desk
23111	Burgundy office chair
23322	Calculator - Texas Instruments
23515	4 dr lateral file
23573	Chair - sled based blue vinyl
23582	Coat Rack
23662	Game - Community Skills
23664	Game - Looking Good
23667	Game - Eating Skills
23668	Game - Workplace Skills
23672	Game - Household Skills
23674	Game - Health Skills
23675	Game - Time Skills
23698	Task Chair - w/o arms - red fabric
23703	Sled based chair - blue vinyl
24588	Mobile Changing Table
24912	2 Door Cabinet – Putty
25589	2 dr black cabinet
26146	Round folding table
26149	Round folding table
26598	Computer monitor
26653	Water table
26965	IPOD
26972	IPOD
27436	Brother printer
27942	Digital camera - Nikon Cool Pix S6100
NN	Books – Misc
NN	Bulletin Post Board 4.25 x 4.5 brown
NN	Bookcase – brown
NN	Building Products - Misc :
	Magnetic Chalkboard, Cork Board, One Divider from Room 120
	Nurses Cabinet out of Room 120
	Plastic/Fiberglass sink out of Room 120
	Room Dividers out of Prod Office
	Wall Cabinets out of Prevoc
	Work Table & Cabinets out of Room 120
NN	Chairs - maroon virco plastic – 12
NN	Chair - Blue w/arm - Hon task
NN	Chair - Blue w/arm - Hon task
NN	Chairs - yellow children's – 12

NN	Cots - Blue child's – 12
NN	Printer - Epson C88
NN	Sorter - Vertical Letter - Gold color
NN	Sorter - Horizontal Letter - Silver color

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

Ms. Montrose seconded the motion to accept the recommendation of the Superintendent.

Mr. Conrath, yes  
Mr. McPheron, yes

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Fleming, yes

XIII. Board Discussion

XIV. Other Items to Come Before the Board

XV. Adjournment

Ms. Montrose moved to adjourn the meeting at 6:55 p.m.

Mr. Conrath seconded the motion to adjourn.

Mr. Garlock, yes  
Ms. Montrose, yes

Mrs. Lehman, yes  
Mr. Conrath, yes

Mr. McPheron, yes  
Mr. Fleming, yes

Regular Board Meeting  
September 22, 2015  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801

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Chris Calvelage, Clerk

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Phyllis Montrose, Recording Secretary