

**LICKING COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES  
116 N. 22<sup>nd</sup> STREET  
NEWARK, OHIO 43055**

**BOARD MEETING MINUTES  
March 16, 2011**

The Licking County Board of Developmental Disabilities met for its monthly meeting at Eleanor S. Weiant/Administrative Services Center, 116 N. 22<sup>nd</sup> Street, Newark, Ohio on March 16, 2011. Mr. Wigginton called the meeting to order at 5:02 p.m.

**I. ROLL CALL**

Members Present: Mr. Wigginton, Mr. Baker, Ms. Blasczyk, Ms. Dumbauld, Ms. Franks, Mr. Hoover, and Ms. Wright

Members Excused: None

**II. APPROVAL OF AGENDA**

A Motion to amend the Agenda was made by Mr. Baker and seconded by Ms. Franks. Motion carried. Motion

A Motion to approve the Agenda as amended was made by Mr. Hoover and seconded by Ms. Blasczyk. Motion carried. (See Exhibit A) Motion

**III. MINUTES OF PREVIOUS MEETING**

Motion to approve the February 16, 2011 board meeting minutes as presented was made by Ms. Wright and seconded by Mr. Baker. Motion carried. (See Exhibit B) Motion

**IV. APPROVAL OF BILLS**

A Motion was made by Ms. Dumbauld and seconded by Ms. Franks to approve the February 2011 bills as contained in the board packet. Motion carried. (See Exhibit C) Motion

**V. HEARING OF VISITORS**

Ms. Neely introduced Mr. David McManus, Major Unusual Incident Coordinator.

**VI. COMMITTEE REPORTS**

A. Committee Assignments:

Mr. Wigginton made the following adjustments in committee assignments:

1. Assigned Mr. Hoover to the Personnel Committee.
2. Removed Mr. Baker from the Personnel committee.

B. Personnel Committee

Ms. Dumbauld reported the Personnel Committee met before the Board meeting and reviewed the Personnel Actions Report for February 2011, and the Dublin Management Group Limited proposal for salary and position analysis.

1. Personnel Actions Report for February 2011

A Motion was made by Ms. Dumbauld to approve the Personnel Actions Report for February 2011 as presented in the Board packet. Ms. Wright seconded the Motion. Motion carried. (See Exhibit D) Motion

2. Dublin Management Group Limited proposal for salary and position analysis

A Motion was made by Ms. Dumbauld to approve the Dublin Management Group Limited proposal for salary and position analysis as presented in the Board packet. Mr. Hoover seconded the Motion. Motion carried. (See Exhibit E) Motion

C. Ethics Council

There were no items on the agenda for the Ethics Council.

D. Finance Committee

Ms. Blasczyk reported the Finance Committee met before the Board meeting and reviewed the Financial Report for February, proposed revisions to Administrative Policy 2.1 Financial Management, proposed Administrative Policy 2.6 Use of a Credit Card in Board Operations, proposed Resolution 2011-06 Moral Obligation to Pay MEORC for IT and Medicaid Billing services, and proposed Resolution 2011-07 to Increase Mileage Reimbursement.

1. Financial Report for the month of February 2011

A Motion was made by Ms. Blasczyk to accept the financial report for February 2011 as contained in the Board packet. Motion was seconded by Mr. Baker. Motion carried. (See Exhibit F) Motion

2. Proposed revisions to Administrative Policy 2.1 Financial Management

A Motion was made by Ms. Blasczyk to approve the proposed revisions to Administrative Policy 2.1 Financial management as contained in the Board packet. Motion was seconded by Mr. Baker. Motion carried. (See Exhibit G) Motion

3. Proposed revisions to Administrative Policy 2.6 Use of a Credit Card in Board Operations

A Motion was made by Ms. Blasczyk to approve the proposed Administrative Policy 2.6 Use of a Credit Card in Board Operations as contained in the Board packet. Motion was seconded by Mr. Baker. Motion carried. (See Exhibit H) Motion

4. Proposed Resolution 2011-06 Moral Obligation to Pay MEORC for IT and Medicaid Billing Services

A Motion was made by Ms. Blasczyk to approve the proposed Resolution 2011-06 Moral Obligation to pay MEORC for IT and Medicaid Billing Services as contained in the Board packet. Motion was seconded by Mr. Baker. Motion carried. (See Exhibit I) Motion

5. Proposed Resolution 2011-07 to increase mileage reimbursement

A Motion was made by Ms. Blasczyk to approve the proposed Resolution 2011-07 to increase mileage reimbursement as contained in the Board packet. Motion was seconded by Ms. Dumbauld. Motion carried. (See Exhibit J) Motion

Mr. Hoover asked for confirmation that the Board could adjust the rate in the future. Mr. Wigginton explained the Board has the authority to do so.

VII. Leadership Report

Ms. Neely announced Governor Strickland released his proposed bi-annual budget. The proposed budget includes a 35% decrease in county board subsidies. This is money we use to meet Medicaid waiver match obligations.

It also indicates that tangible personal property tax reimbursement (also called the CAT tax) will phase out earlier than the seven year phase out previously provided for.

The Board will need to be back on the ballot in 2012 to replace our one mil five-year levy. The funding reductions included in the proposed budget would result in the need to go back on the ballot in 2014 to replace the continuing levy.

If Senate Bill 5 is passed, staff will be required to increase their contributions an additional five percent for health insurance coverage, and an additional 2% into the Ohio Public Employees Retirement System.

The proposed budget also assumes a 3% reduction in waiver costs statewide.

The Ohio Association of County Boards will provide a written analysis of this budget and forward this information to all county boards. Ms. Neely will forward this information on to board members.

The Ohio Department of Health Help Me Grow budget was reduced by 7%.

Ms. Neely shared that Mike Smith, Licking County Auditor, has issued a memo with some new guidelines. The memo prohibits the payment of dues to civic organizations and training expenses outside of Ohio as well as the purchase of food/drink for business meetings. The Board currently pays dues for staff to civic organizations. If the cost of the dues was added to salary, it would increase the cost to the Board by 25% - 30%. Ms. Franks said the Board might consider limiting financial support to the top two staff members in the agency. Ms. Neely will have an additional conservation to explore options.

#### VIII. Old Business

None

#### IX. New Business

##### A. 2010 Annual Summary of Major Unusual Incidents

Mr. David McManus reviewed the 2010 summary report for major unusual incidents. In 2008, 227 incidents were reported, in 2009, 308 incidents were reported, and in 2010, 291 were reported. This is a decrease of 6% from 2009. Approximately 12% of individuals served were involved in an MUI, compared to 16% in 2009 and 13% in 2008.

##### B. Board Training for 2011

Ms. Neely asked Board members what topics they would like covered in training this year. She said they could collaborate with other county boards, have agency staff present, or arrange for a guest speaker. Ms. Franks said since there were new board members it would be informative for Dan Ohler from the OACB to present his inservice. It was also suggested that private providers of day programs present to the board.

##### C. Proposal for a Feasibility Study for Office Layout by Wachtel & McAnally

Ms. Neely explained that the E.S. Weiant building has a lot of wasted space and was never intended to be used as office space. We have identified the need to plan for the future with respect to building needs. Part of this planning should take into consideration, 565 Industrial Parkway. Ms. Neely advised that we use Wachtel and McAnally to conduct a feasibility study. Board members asked that Mr. McAnally present his finding to them.

A Motion was made by Mr. Baker to approve  
the initiation of the Feasibility Study for Office Layout  
as proposed by Garry McAnally. Motion was seconded  
by Ms. Franks. Motion carried. (See Exhibit K)

Motion

X. Hearing of Visitors

Mr. Miller announced this was the last Board meeting Ms. Flack will attend. Ms. Flack will retire from her position with the Board at the end of the day on March 31, 2011. Ms. Neely thanked Ms. Flack for her 26 years of dedication and hard work for the agency. Ms. Dumbauld thanked Ms. Flack also for her outstanding job, and always placing the safety of the folks we serve first.

Mr. Miller announced that Brett McClintock, Sales Manager at Licco, will be retiring May 2<sup>nd</sup>.

XI. Adjournment

At 6:03 p.m., Mrs. Dumbauld made a Motion to adjourn the meeting. Motion seconded by Ms. Franks Motion carried. Motion

Respectfully submitted

Approved

---

David Wigginton, President

Jean Wright, Secretary