

A meeting of the Jefferson County Board of Mental Retardation was held on Thursday, November 9, 1967 at 7:30 P.M. in the Activity Center, 224 North 5th Street, Steubenville, Ohio for the purpose of organizing.

The board of Mental Retardation which came into existence October 25, 1967, by Amended Senate Bill No. 169, will take over the mental retardation program now administered by the Jefferson County Child Welfare board.

Appointed to four-year terms by the county commissioners were Micheal E. Entinger; Reverend Father Augustus Taylor and Salvatore P. Wright.

Named to two-year terms by the county commissioners are Oscar Burchfield; Mrs. James C. Mead.

Appointed for three year terms by Probate Court Judge John R. Spon are Michael J. Walkosky, Jr. and Dr. Jane Shaffer.

A motion was made by Michael J. Walkosky, Jr. and seconded by Mr. Salvatore Wright that Micheal E. Entinger be made temporary chairman. The motion carried.

A motion was made by Dr. Jane Shaffer and seconded by Michael Walkosky that Mrs. James Mead be made temporary recording secretary. Motion carried.

At this time an election of officers was held which is as follows:

Chairman: Mr. Micheal E. Entinger

Vice-Chairman: Mr. Salvatore P. Wright

Recording Secretary: Mrs. James C. Mead

Mr. Michael Walkosky made a motion which was seconded by Mr. Salvatore Wright that Mr. Bruce L. Ervin be made the administrator who shall administer the work of the board subject to the regulations of the board. Motion carried.

A motion was made by Dr. Jane Shaffer and seconded by Mr. Salvatore Wright that the Child Welfare board be authorized to continue signing vouchers and payroll through December 31st. Motion carried.

ADOPTION OF RULES AND REGULATIONS

- 1) The Board shall meet on the third Thursday of each month at 7:30 P.M. in the Activity Center, 224 N. 5th Street.
- 2) Roberts Rules of Order shall be used as the authority for all parliamentary procedure in the conduct of Board business.
- 3) The Board shall organize itself no later than the 15th day of January of each year.
- 4) The officers of the board shall be: Chairman; Vice-chairman; Recording secretary.
- 5) At least four board members shall sign all vouchers on the County Auditor for the payment of bills.

- 6) The Board shall appoint an administrator or executive secretary who shall administer the work of the board subject to the regulations of the board.
- 7) A proper book of minutes shall be kept in order and the minutes of each meeting shall be signed by the chairman and recording secretary after approval by the board.
- 8) The Administrator shall keep such records and accounting books as may be needed for accurate bookkeeping and in accordance with and correlated to the various reports needed by the County and State.
- 9) The administrator shall keep such other statistical records as may be needed for State and County records and annual reports.
- 10) Such other rules and regulations as may be needed, may be added by majority vote of the Board. Date of adoption of rule shall be included on amended copy of rules.

Mr. Salvatore Wright made a motion which was seconded by Dr. Jane Shaffer that authorization be made to purchase Minute and Financial books. The Steubenville and Toronto books shall be kept separate. The motion carried. (The books should be purchased before December 31)

A motion was made by Mr. Salvatore Wright and seconded by Mr. Oscar Burchfield that the bus which was damaged be repaired. The motion carried.

Mr. Michael Walkosky made a motion which was seconded by Mr. Salvatore Wright that the bus drivers, Mr. Lawrence Porter and Mrs. Frances Mitchell be reimbursed for expenses in using their own vehicles to transport children. Motion carried.

A discussion was held on selection a name for the school. It was suggested that a letter be written to the Parent Council for name suggestions.

Mr. Bruce Ervin is to write a letter to the President of the Parent Council who is Mr. Tom Abernethy. A few of the names suggested by the board were: Happy Heart School; Star Light and School of Good Hope.


Mr. Michael Walkosky stated that he would contact the church officials on the corner of 5th street, to see if it would be possible for the board members to use their parking lot on the evening of the board meetings.


An agenda and a copy of each months minutes is to be sent to all board members.

A motion was made by the Reverend Father Augustus Taylor that the meeting be adjourned.

Meeting adjourned at 9:00 P.M.

Respectfully submitted,


Micheal E. Entinger, chairman


Mrs. James C. Mead, secretary

Approved. 12/21/67