

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

**August 16, 2017**  
**Regular Meeting**  
**Portage Industries**

## MINUTES

President Ralph Kletzien called the regular meeting to order at 5:07pm.

Board Members present by Roll Call:

Kelly Butler, Carol Fruscella, John Gargan; Ralph Kletzien, Cheri Michael, Timothy Moran, Michelle Sahr

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

O. Nagi, Supt, C. Brown, G. Brown, T. Byich, M. Condos, D. Cotton, M. Dolensky, L. Leslie, J. Nichols, B. Puleo, G. Slapnicker, G. Smith, K. Smith, K. Sumwalt, T. Torch, J. Vennetti, G. Winsen

Excused:

Guests present: see attached *Guest Sign-in* Form; Ron Habowski, Labor Consultant

Gina Brown, Director of Service and Support Administration, introduced George Winsen, Service and Support Administration Supervisor, effective July 17, 2017 and Sarah Dye, Service and Support Administrator, effective July 17, 2017

Prior to Public Comment, Board President, Mr. Kletzien, read the following and requested to be part of the meeting minutes:

Prior to the next part of the agenda providing for public comment, I would like to make a statement on behalf of the Board and Administration of the PCBDD. We are well aware of the feelings of many SSAs and those that the PCBDD serves regarding the issue of SSA compensation. Many of us have received letters from those concerned and for those signed we will respond. For those received anonymously, we are unable to respond.

The Board and Administration have great respect for the important role the SSAs perform in coordinating services to those we assist, their families and guardians. The current number of individuals the Board supports is around 960 clients. Approximately 700 of those individuals receive services from the SSA department. Some receive extensive support from the SSAs and other Board staff and some require less support. We value the SSAs and anyone who expresses otherwise is not expressing how we feel.

Along this line, the Board is fully committed to offering a compensation package to all employees that attracts and keeps good employees and is also fiscally responsible to the taxpayers. We believe the facts that APPROXIMATELY HALF OF THE CURRENT SSA EMPLOYEES LEFT JOBS IN ADJOINING COUNTIES TO WORK HERE and that DURING THE LAST THREE YEARS we RECEIVED 70+ APPLICATIONS FOR just THREE SSA VACANCIES supports the facts that our wage package is very competitive and fair even in comparison across the state.

Because many people are not aware of what the current contract provides to our SSAs, I would like to summarize it here.

- For SSAs with a MASTER'S Degree the SALARY RANGE is: \$48,950 TO \$80,100
- For those with BACHELOR'S Degree the SALARY RANGE is: \$44,500 TO \$72,535
- For new hires that start at the entry level, it takes 14 years to reach the top pay scale.
- For some SSAs coming to us with experience, they may start above the minimum.
- With each automatic annual step to the top of the scale, the average annual raise increase is 3.6%.
- ANNUAL PAYMENTS made by the Board INTO each EMPLOYEE'S RETIREMENT plan IS \$6,230 TO \$11,214 PER EMPLOYEE
- Employees are offered health, prescription, dental, vision and life insurance coverage.

Effective

9/1/17:

Those choosing a single plan pay \$73.47/month (\$882/year), while the Board pays \$8,969/year. The health insurance plan carries a \$250 deductible.

Those choosing a family plan pay \$181.19/month (\$2,174/year), while the Board pays

\$22,039/year. The family health insurance plan carries a \$500 deductible.

- SSAs are paid for a 7.5 HOUR WORK DAY (which INCLUDES A 1/2 HOUR PAID LUNCH)
- SSAs work 240 DAYS per YEAR (THE EQUIVALENT OF 48 TYPICAL WORK WEEKS PER YEAR)
- SSAs receive the following paid leaves:
  - 10-25 VACATION DAYS PER YEAR BASED ON YEARS SERVICE
  - 14 SICK DAYS PER YEAR
  - 4 PERSONAL DAYS PER YEAR
  - UP TO 30 DAYS ASSAULT LEAVE
  - COURT/JURY DUTY LEAVE (NET OF JURY DUTY PAYMENTS RECEIVED)
  - UP TO 12 WEEKS FAMILY MEDICAL LEAVE, AS APPLICABLE, USING ACCUMULATED LEAVE
- SSAs are eligible for unpaid PATERNITY, MATERNITY OR ADOPTION LEAVE
- SSAs are eligible for WORKERS' COMPENSATION LEAVE, AS APPLICABLE

We want you to know that we are still in negotiations and that the current contract is still in effect. The next scheduled meetings for the bargaining team with the mediator are August 28, 2017 and August 30, 2017.

In closing I want to reiterate that the Board Members and Administration deeply value all employees especially during this challenging time with all of the monumental changes affecting all County Boards and the Developmental Disability field. Although we are making some difficult decisions and moving in new directions, this doesn't diminish the respect, appreciation or commitment the Board and Administration has for every employee in our organization. Even during our most difficult

decisions we are trying to offer the support we can to thank our employees and express our appreciation for their dedication, service and support to the mission of our organization and most importantly, to the people with developmental disabilities we are serving.'

Public Comment: Evan and Vickie Webster  
Tom Burns  
Mark Simone

The above gave testimonials to the SSAs and requested the Board to bargain in good faith.  
Request by PCEADD Unit B Representative to distribute information (information distributed to attendees upon arrival to the meeting)

Adopted a motion to approve minutes from June 21, 2017 regular Meeting

Motion by T. Moran  
Second by C. Michael  
Motion carried by voice vote

Motioned to approve the agenda for August 16, 2017 Regular Meeting as presented at table.

Motion by K. Butler  
Second by M. Sahr  
Motion carried by voice vote

Contracts approved by Superintendent per Policy 2.01 Section 6: *purchases necessary to meet operations needs not in excess of the competitive bidding limit set by §307.86 of the ORC*

1. Contract with *University Hospitals* for the provision of Department of Transportation (DOT) Random Drug/Alcohol Testing and Training through the Portage County Drug & Alcohol Testing Consortium for the Period June 5, 2017 Through December 31, 2017 in an amount not to exceed One Thousand five hundred dollars (\$1500.00)
2. Contract with *Envisage Group, Inc.* for the provision of ZixGateway Corporate and Corporate ZixPort 50-99 Encryption Software and Services to comply with the U S Department of Health and Human Services' and the amended **Health Insurance Portability and Accountability Act privacy and security rules** for the term August 21, 2017 through August 20, 2018 not to exceed eleven thousand dollars (\$11,000.00) a sixteen percent (16%) decrease
3. Contract with *Career Curve* for the provision of Employee Outplacement Services for the term July 1, 2017 through June 30, 2018 in an amount not to exceed forty-three thousand eight hundred dollars (\$43,800.00)

Motion for the Ratification of the June/July 2017 Invoice Payments as authorized by the Superintendent

Motion by C. Fruscella  
Second by T. Moran  
Motion carried by voice voter

Motion for the Acceptance of the June/July, 2017 Financial Report

Motion by K. Butler  
Second by M. Sahr  
Motion carried by voice vote

Board Committee report(s) for the month:

**Financial/Human Resources-Chair Michelle Sahr:** August 9, 2017

Gary Smith, Medicaid Services Manager reviewed the purpose of the Utilization Committee and its function to control Waiver Cost

Reviewed Service Contracts that the Superintendent has approved or will approve the in next month when dollar amounts become available; still negotiating the Portage Physical Therapists, Inc.—9/1/2017-8/31/2018 and Family and Community Services—Unified Resources Recreation (formerly POWERcorp)—September 1, 2017 through August 31, 2018

**Discussed the Participation in the Ohio Department Of Education's (ODE) Special Education, Part B—Individuals With Disabilities Education Act (IDEA) Grant Program for the 2017-2018 School Year in the amount of forty thousand, two hundred eighty-five dollars and ninety-five cents (\$40,285.95) for salaries and benefits (may have carry over \$\$ included)**

DODD State Budget was discussed.

Entered into Executive Session with no recommendation to be taken for the purpose of: *To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual*

**Program/Policy/Residential-Cheri Michael, Chair:** August 14, 2017

Mike Horning, Director of Day Treatment, and Gerry Swartz, CEO, of Education Alternatives, presented to the committee their programming initiatives a day treatment center

➤ Recommended to the Board to approve policies as presented:

- 5.00.C Health & Safety
- 8.53 Data Backup
- 8.63 Malicious Software
- 8.71 Technical Safeguards

➤ Recommended to the Board to approve 2017-2018 Strategic Plan as presented with noted rewording a statement in the 'PCBDD's Vision in Changing Time' section regarding 'board services waiting list' reference (see Resolution 17-08-06)

Entered into Executive Session with no recommendation to be taken for the purpose of: *To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual*

**Scheduled Board Committee Meetings:**

*Financial/Human Resources Committee:* To be Determined

*Program/Policy/Residential Committee:* Monday, September 18, 2017, 5:00pm

*Transportation/Facility Committee:* To be determined

The Superintendent requested each committee to set meetings through the end of the year.

Motion to approve Resolution 17-08-01 for the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of July 2017

**RESOLUTION 17-08-01**

**ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF JULY 2017**

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of July 2017 as specified below: and

<b>To:</b>	<b>From:</b>	
Happy Day School	Ohio State Council, Knights of Columbus, Council #11801	\$160.00
<b>Total</b>		<b>\$160.00</b>

WHEREAS, Board Policy 1.17 requires that all gifts, memorials and donations valued at more than twenty-five dollars (\$25.00) be reported to the Board at each regular meeting; and

WHEREAS, Policy 1.17 further requires the Board to accept or reject such gifts, memorials, donations, and grants by resolution with a roll call; now; therefore be it

RESOLVED, the Portage County Board of Developmental Disabilities accepts with appreciation the aforementioned named gifts, memorials, grants and donations

Submitted by: Omar Nagi, Superintendent, & Diane Cotton, Director Business Management

The resolution was moved by **Michelle Sahr** seconded by **Carol J. Fruscella**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler, aye  
John Gargan, aye  
Timothy Moran, aye

Carol J. Fruscella, aye  
Cheri Michael, aye  
Michelle Sahr, aye

Ralph Kletzien, aye

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on August 16, 2017, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 17-08-02 for Participation in the Ohio Department Of Education’s (ODE) Special Education, *Part B—Individuals With Disabilities Education Act (IDEA)* Grant Program for the 2017-2018 School Year in the amount of forty thousand, two hundred eighty-five dollars and ninety-five cents (\$40,285.95) plus 2016-17 carryover funds of eighteen thousand, one hundred eighteen dollars and sixteen cents (\$18,118.16) for a total grant amount of \$58,404.11 for salaries and benefits

RESOLUTION 17-08-02

**PARTICIPATION IN THE OHIO DEPARTMENT OF EDUCATION’S (ODE) SPECIAL EDUCATION, *PART B—INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)* GRANT PROGRAM FOR THE 2017-2018 SCHOOL YEAR**

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is eligible to receive federal flow-through dollars in the amount of forty thousand, two hundred eighty-five dollars and ninety-five cents (\$40,285.95) plus 2016-17 carryover funds of eighteen thousand, one hundred eighteen dollars and sixteen cents (\$18,118.16) by participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2017-2018 School Year; and

WHEREAS, these funds will be used for salaries and benefits; now therefore be it RESOLVED, that the Board authorizes participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2017-2018 school year; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take any and all actions to carry out this resolution.

Submitted by: Omar Nagi, Superintendent and Diane Cotton, Director of Business Management

The resolution was moved by: **Timothy Moran** and seconded by **Kelly Butler**

It is found and determined that all formal actions of the Portage County Board of Developmental

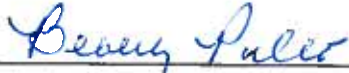
Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Carol Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **August 16, 2017** and an accurate copy of said resolution will be located in the official minutes of the Board.

  
 \_\_\_\_\_  
 Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 17-08-03 for Approval to Enter into a Contract with Portage Physical Therapists, Inc. to Provide Occupational and Physical Therapy Services for the Adult Services and Children’s Services Program for the Term of September 1, 2017 through August 31, 2018 in an amount not to exceed five hundred twelve thousand one hundred forty-nine dollars and sixty cents (\$512,149.60) a 0.1% decrease from the 2016-2017 contract

**RESOLUTION 17-08-03**

**APPROVAL TO ENTER INTO A CONTRACT WITH PORTAGE PHYSICAL THERAPISTS, INC. TO PROVIDE OCCUPATIONAL AND PHYSICAL THERAPY SERVICES FOR THE ADULT SERVICES AND CHILDREN’S SERVICES PROGRAM FOR THE TERM OF SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018**

WHEREAS, Portage Physical Therapists, Inc.(hereinafter referred to as the Vendor) is currently under contract with the Portage County Board of Developmental Disabilities (herein referred to as the Board) to provide occupational and physical therapy services for the Adult Services and Children’s Services programs; and

WHEREAS, it is the desire of the Board to enter into a one (1) year contract with the Vendor for the period September 1, 2017 through August 31, 2018 with 0.1% Decrease from the Current Program Year Contract Amount; and

RESOLVED, the Board authorizes entry into successor contract with the Vendor for the term of such contract which shall extend from September 1, 2017 through August 31, 2018 in the amount not to exceed five hundred twelve thousand one hundred forty-nine dollars and sixty cents (\$512,149.60); and be it further

RESOLVED, that the Superintendent or his/her designee is further authorized to take any and all action to carry out this resolution.

Submitted by: Omar Nagi, Superintendent; Michelle Dolensky, Director of Adult Services; and Diane Cotton, Director of Business Management,

The resolution was moved by **Michelle Sahr** and seconded by **Timothy Moran**

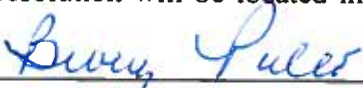
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Carol J. Fruscella	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **August 16, 2017**, and an accurate copy of said resolution will be located in the official minutes of the Board.

  
Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 17-08-04 with Approval of Attached Preschool (Operated by Cuyahoga County Educational Service Center) and School Age Program School Bus Routes and Stops for the 2017-2018 School Year and Authorization to the Superintendent or His /Her Designee to Approve Subsequent Preschool and School Age Program Bus Routes and Stops During the 2017-2018 School Year

**RESOLUTION 17-08-04**

**APPROVAL OF ATTACHED PRESCHOOL (OPERATED BY CUYAHOGA COUNTY EDUCATIONAL SERVICE CENTER) AND SCHOOL AGE PROGRAM SCHOOL BUS ROUTES AND STOPS FOR THE 2017-2018 SCHOOL YEAR AND AUTHORIZATION TO THE SUPERINTENDENT OR HIS /HER DESIGNEE TO APPROVE SUBSEQUENT PRESCHOOL AND SCHOOL AGE PROGRAM BUS ROUTES AND STOPS DURING THE 2017-2018 SCHOOL YEAR**

WHEREAS, Ohio Administration Code (OAC) 3301-83-13 requires approval by the Portage County Board of Developmental Disabilities (hereinafter Board) of Preschool (operated by Cuyahoga County Educational Service Center) and School Age



Program school bus routes and stops at the start of each school year; and

WHEREAS, authority to designate or relocate subsequent preschool (operated by Cuyahoga County Educational Service Center) or school-age bus routes and stops may be delegated by the Board to the Superintendent or his/her designee; now therefore be it

RESOLVED, that the Board hereby approves the 2017-2018 school year Preschool (operated by Cuyahoga County Educational Service Center) and School Age Program bus routes and stops attached as part of this resolution; and be it further

RESOLVED, that authority to designate or relocate subsequent preschool or school-age bus routes and stops during the 2017-2018 school year is hereby delegated to the Superintendent or his/her designee; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take any and all actions to carry out this resolution.

Submitted by: Omar A. Nagi, Superintendent and Thomas Byich, Supervisor Transportation Services

The resolution was moved by **Cheri Michael** and seconded by **Timothy Moran**

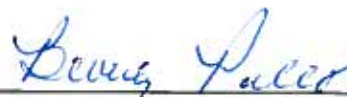
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which are as follows:

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr ,	aye

Ralph Kletzien, aye  
Certification

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **August 16, 2017**, and an accurate copy of said resolution may be located in the official minutes of the board.



\_\_\_\_\_  
Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 17-08-05 for Renewal of Contractual Agreement with Family and Community Services, Inc. for Operation and Administration of an Adult Recreation Program

for the Period September 1, 2017 through August 31, 2018 in an amount not to exceed One Hundred Thirty-Four Thousand, Three Hundred Twenty-Nine Dollars (\$134,329.00) no increase from the 2016-2017 contract

**RESOLUTION 17-08-05**

**RENEWAL OF CONTRACTUAL AGREEMENT WITH FAMILY AND COMMUNITY SERVICES, INC. FOR OPERATION AND ADMINISTRATION OF AN ADULT RECREATION PROGRAM FOR THE PERIOD SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY-FOUR THOUSAND, THREE HUNDRED TWENTY-NINE DOLLARS (\$134,329.00)**

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) currently has a contractual agreement with Family and Community Services, Inc. (hereinafter F&CS) for operation and administration of the *Unified Resources Recreation* (formerly POWERcorps) program, which provides recreational/leisure activities to individuals age eighteen (18) and above who are eligible for Board services; and

WHEREAS, the current contractual agreement expires on August 31, 2017; and

WHEREAS, F&CS is both desirous and capable of continuing the contractual agreement for the operation and administration of the *Unified Resources Recreation* program; and

WHEREAS, the Superintendent and the Director of Adult Services herein report a high level of satisfaction with the operation of the *Unified Resources Recreation* program and recommend continuation of the contractual agreement with F&CS for the operation of the *Unified Resources Recreation* program, and

WHEREAS, funds are available and were budgeted in the 2017 Appropriations Budget for the renewal of this contractual agreement; now therefore be it

RESOLVED, that the Board herein authorizes and directs the Superintendent to execute a contractual agreement with F&CS for the operation and administration of the *Unified Resources Recreation* program for the period September 1, 2017 through August 31, 2018 in an amount not to exceed one hundred thirty-four thousand, three hundred twenty-nine dollars and no cents (\$134,329.00), the same amount as the 2016-17 contract; and be it further

RESOLVED, that the Superintendent or his/her designee is authorized to take any and all actions to carry out this resolution.

Submitted by: Omar Nagi, Superintendent; Michelle Dolensky, Director of Adult Services; and Diane Cotton, Director of Business Management.

The resolution was moved by **Kelly Butler** and seconded by **Carol J. Fruscella**

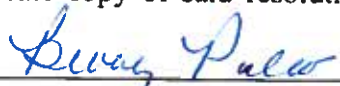
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **August 16, 2017**, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
 \_\_\_\_\_  
 Beverly Puleo, Assistant to the Superintendent

Motioned to Approve Per Recommendation of the Program/Policy Committee Resolution 17-08-06 2017-2018 Strategic Plan

**RESOLUTION 17-08-06**

**REQUEST FOR APPROVAL 2017-2018 STRATEGIC PLAN**

WHEREAS, Ohio Revised Code (ORC) 5123:2-1-02(C) *Administration and operation of county boards of developmental disabilities* requires a county board to develop and adopt a Strategic Plan that meets the requirements of sections 5126.04 and 5126.054; and

WHEREAS, the Strategic Plan addresses the strategy for:

- A. Promoting self-advocacy by individuals served by the Board;
- B. Ensuring that individuals receive services in the most integrated setting appropriate to their needs;
- C. Reducing the number of individuals on the Board’s Waiting List;
- D. Increasing the number of individuals of working age engaged in community employment;
- E. Taking measures to recruit sufficient providers of services to meet the needs of individuals receiving services in the county;

F. Meeting with each newly certified independent provider within sixty days of the provider being selected to provide services to an individual for purposes of confirming the provider understanding the individual service plan and the provider’s responsibilities and ensuring the provider has contact information for the Board; and

WHEREAS, the Program/Policy/Residential Committee has reviewed submitted *2017-2018 Strategic Plan* at its August 14, 2017 committee meeting and recommends to the Portage County Board of Developmental Disabilities to adopt the plan as presented; and

RESOLVED, the Board approves the *2017-2018 Strategic Plan* as submitted at its regular board meeting held August 16, 2017; and be it further

RESOLVED, an annual progress report shall be prepared; and be if further

RESOLVED, the approved *2017-2018 Strategic Plan* and annual progress report will be available on the Board’s website and will be furnished upon request via copy or e-mail; and be it further

RESOLVED, public feedback will be accepted regarding the strategic plan and strategic plan progress report; and be it further

RESOLVED, that the superintendent or his/her designee is authorized to take any and all actions to carry out this resolution.

Submitted by: Omar Nagi, Superintendent

The resolution was moved by **Cheri Michael**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

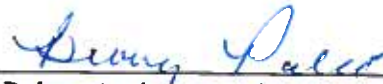
The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**Certification**

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **August 16, 2017**, and an accurate copy of said resolution may be

located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

With Recommendation of the Program/Policy Committee—Approved the Amendment to Policies:

- 5.00.C Health & Safety
- 8.53 Data Backup
- 8.63 Malicious Software
- 8.71 Technical Safeguards

Motion by C. Michael  
Motion carried by voice vote

Reviewed June/July 2017 Management Reports—Technology—Gary Slapnicker, IT Specialist and HIPAA Officer:

**Pushed critical patch and ransomware kill switch to all domain-joined devices**

I am speaking to this first item to illustrate some of our cybersecurity capabilities. On morning of June 30 there was another worldwide ransomware attack.

While researching the impacts of this attack, I came across an article explaining a ‘kill switch’ that prevented the malware from installing.

At nearly the same time Envisage Group Inc. received notification from our anti-virus vendor of a critical patch.

After a brief discussion, both the ‘kill switch’ and the critical patch were able to be pushed to network devices that day and the threat was mitigated.

**Began an email and flyer cybersecurity awareness campaign with Computer Training Committee**

To coincide with the Computer Security Polices amended today as well as recent technology reports that have focused on cybersecurity, I will share a new staff training initiative.

In June the Computer Training Committee began a Cybersecurity Awareness Campaign. The basic idea is to share an easy to remember monthly tip (e.g., do not use an unprotected computer).

This campaign is focusing on distributing tips through email messages, digital flyers for the Display TVs, and printed flyers to hang throughout the buildings.

We are currently redistributing materials originally created by one of our security vendors; however, the committee has discussed not sharing the exact same tip twice as to keep the campaign fresh and new.

Reviewed June and July 2017 Personnel Reports:

**Recap of Personnel Actions for June 2017**

- As of June 2017, there were 152 employees including six (6) intermittent positions and eight (8) vacancies.
- There are three (3) permanent Part-Time employees assigned in Adults Services—one (1)

employee is also permanent Part-Time in Transportation and counted there

**Positions Added/Abolished:**

Abolished:       Adult Services Instructor Specialist, 240 days, 7 hrs/day (Adult Services)  
                      Vehicle Attendant, 184 days, 4 hrs/day (Transportation)  
                      Vehicle Operator w/CDL 184 days, 4 hrs/day (Transportation)

Added:

**Job Postings/Vacancies**

Account Clerk I, 240 days, 8 hrs/day (Transportation), vacant August 25, 2016, posted August 17-31, 2016, Vacant

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), 2 vacancies, November 30, 2016, posted November 16-December 2, 2016, (*reposted*) May 5-19, 2017 Vacant

Service & Support Administration Supv, 242 days, 8 hrs/day (Service & Support Administration), New, April 7-21, 2017, filled effective June 19, 2017

**Supplemental Positions:**

Softball Coach, vacant June 27, 2017, posted June 29-Jul 10, 2017, Vacant

**New Hires:**

**Promotions/Transfers:**

George Winsen       Service & Support Administrator, 240 days, 7.5 hrs/day to Service & Support Supervisor, 242 days, 8 hrs/day (Service & Support Administration), effective June 19, 2017

**Additional Assignments:**

**Supplemental Agreements:**

**Separations:**

Patricia Dempsey    Adult Services Instructor Specialist, 240 days, 7 hrs/day (Adult Services), effective June 9, 2017

Richard Mitchen    Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective June 30, 2017

**Retirements:**

Donna Clark        Licensed Practical Nurse, 184 days, 6.5 hrs/day (Children's Services), effective June 30, 2017

Todd Crocker       Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), effective May 31, 2017

Rosemarie Wilson   Vehicle Operator w/CDL 184 days, 4 hrs/day (Transportation), effective May 31, 2017

**Recap of Personnel Actions for July 2017**

- As of June 2017, there were 151 employees including five (5) intermittent positions and eight (8) vacancies.

- There are three (3) permanent Part-Time employees assigned in Adults Services—one (1) employee is also permanent Part-Time in Transportation and counted there

**Positions Added/Abolished:**

Abolished:

Added:

**Job Postings/Vacancies**

Account Clerk I, 240 days, 8 hrs/day (Transportation), vacant August 25, 2016, posted August 17-31, 2016, Vacant

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), 2 vacancies, November 30, 2016, November 16-December 2, 2016, (*reposted*) May 5-19, 2017 one Vacant, one filled effective July 31, 2017

Director of Education & Child Development, 260/261/262 days, 8 hrs/day (Children's Services), vacant July 21, 2017, posted June 5, 2017 until filled, Vacant

**Supplemental Positions:**

Recreation Program Coordinator (September-May), vacant September 1, 2017, posted July 14-28, 2017, Vacant

Recreation Program Assistant (September-May), vacant September 1, 2017, posted July 14-28, 2017, Vacant

Special Olympics Coordinator (September-June), vacant September 1, 2017, posted July 14-28, 2017, Vacant

Track & Field Coach (April-June), vacant September 1, 2017, posted July 14-28, 2017, Vacant

Assistant Track & Field Coach (April-June), vacant September 1, 2017, posted July 14-28, 2017, Vacant

Basketball Coach [3] (November-March), vacant September 1, 2017, posted July 14-28, 2017, Vacant

Soccer Coach (April-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Softball Coach [2] (April-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Swimming Coach (September-December) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Assistant Swimming Coach (September-December) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Cross-Country Nordic Skiing Coach (January-March) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Volleyball Coach (March-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Bowling Coach (March-June) vacant September 1, 2017, July 14-28, 2017, Vacant

Bocce Coach (April-June) vacant September 1, 2017, July 14-28, 2017, Vacant

Powerlifting/Weightlifting Coach (September-May) vacant September 1, 2017, July 14-28, 2017, Vacant

**New Hires:**

## Promotions/Transfers:

Corey Brunswick Substitute Mechanic (Transportation) to Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), effective July 31, 2017

Sarah Dye Adult Service Instructor Spec, 240 days, 7 hrs/day (Adult Services) to Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), effective July 17, 2017

## Additional Assignments:

## Supplemental Agreements:

## Separations:

Janice Kreiner Director of Education & Child Development, 260/261/262 days, 8 hrs/day (Children's Services), effective July 19, 2017

## Retirements:

Reviewed June 2017 Enrollment Report with enrollment 958 beneficiaries for the month of June representing an increase of thirty-five (35) and a decrease of twenty-seven (27) beneficiaries from May 2017.

Reviewed July 2017 Enrollment Report with enrollment 963 beneficiaries for the month of July representing an increase of twenty-six (26) and a decrease of twenty-one (21) beneficiaries from June 2017.

The Superintendent reported on the following:

**Transition Committee Update:** The transition committee last met August 8. We have been meeting every two weeks since April 11, 2017. The committee continued discussions on the recommendation of privatizing Portage Industries, workshop and transportation services. The committee reached consensus for a privatization process and transition timeline that projects a start and completion date. The committee has provided the board a letter of recommendation to consider.

I would like to thank all the members of this committee for their efforts and hard work on a very important subject. They have done an exceptional job in deliberating the information and discussing the many points of consideration to achieve the recommendations offered to the Board.

Mr. Miller, CEO of Portage Industries and I completed meetings with beneficiaries, families, Portage Industries and Transportation staff during July and August.

**Happy Day School Program Updates:** HDS staff in-service is planned for August 28 and 29. The students first day back to school is August 30. We are currently scheduling interviews for the Director of Education position. We recently received notice of resignation from our Instructor that teaches the elementary level classroom. We have posted this position immediately and are looking for substitute coverage options in the interim. This position is our highest priority to fill as quickly as possible. Another school communication is being planned to send to the students, families and school contacts on these items.

**Transportation Update:** Congratulations to the transportation department on another successful vehicle inspection with the Ohio State Department of Public Safety! All of the vehicles passed at 100% satisfaction! I am proud of their high achieving tradition of vehicle safety, which includes



3,033 309 accident free miles and 889 days accident free! Congratulations and Thank you to all the Transportation Department employees!

**Hattie Larlham:** Appointed an interim CEO, Stephen Colecchi. Mr. Colecchi's appointment was effective August 1 as an executive Consultant to Hattie until the Ohio Department of Developmental Disabilities authorizes his interim appointment as CEO.

**DODD Budget:** The State Biennium Budget was approved Initially DODD requested \$122 million in new funds and \$20 million in their base budget. There were deep cuts to the funding requested and a lot of restrictive and prohibitive language imposed that limited DODD during the House and Senate budget reviews. DODD received \$65 million in new funding and the increase in the base. Much of the restrictive language was removed during final review.

The department is creating 632 state I/O waivers to address exit/diversion/waiting list needs 140 new state funded Self Waivers. Working on how the distribution to county board will work now. Complex Care add on DSP rate Increase \$1/Hr after 2 years employment and 60 hours of training County Board Subsidy decreased \$1 million in years one and two.

**DODD Accreditation Date Set:** DODD has shared the accreditation review dates for the Portage County Board of DD. We will be surveyed December 12 and 13, 2017. Gary Smith, our Medicaid Manager is leading our preparation efforts for the upcoming survey.

**OPERS:** Ohio Public Employee Retirement System issued clarification on August 4<sup>th</sup> regarding +9 month employees. Employees working less than a full 12 month period must report their earning salaries and contributions for the reporting period when the employee performs work, not when they are paid. This will affect how some employees have been earning service credit for their retirement who do not work 12-month schedules. We will discuss this with the proper stakeholders soon.

The President announced the Regular Board Meeting is September 20, 2017, 5:00pm, Dennis M. Coble Administration Building

At 6:28pm, the Board entered Executive Session in the Board with action to be taken

Motion by C. Fruscella  
Second by T. Moran

For the following identified reason:

- ( x ) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; indicate reason: employment of a public employee
- ( ) To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;
- ( ) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or intimate court action;
- ( ) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

- ( ) Matters required to be kept confidential by federal law or rules or state statues.
- ( ) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body of public office.

The aforesaid motion having been put to a roll call vote, the results of which were as follows:

NOT VOTING	PRESENT		BOARD MEMBERS
	YES	NO	
( )	( x )	( )	KELLY BUTLER
( )	( x )	( )	CAROL J. FRUSCELLA
( )	( x )	( )	JOHN GARGAN JR
( )	( x )	( )	RALPH KLETZIEN
( )	( x )	( )	CHERI MICHAEL
( )	( x )	( )	TIMOTHY MORAN
( )	( x )	( )	MICHELLE SAHR

Motion to adjourn executive session at 7:38pm

Motion by M. Sahr

Second by C. Michael

Motion carried by roll call vote as follows: Kelly Butler, aye, Carol J. Fruscella, aye, John Gargan, Jr., aye, Ralph Kletzien, aye, Timothy Moran, aye, Cheri Michael, aye, Michelle Sahr, aye.

Motion to return to open session 7:41pm

Motion by C. Fruscella

Second by M. Sahr

Motion carried by voice vote.

Action from Executive Session:

Superintendent Nagi read a letter from the Transition Committee with its recommendation as herein:

August 8, 2017

Dear Board Members,

We are the collective group of stakeholders that expressed an interest in serving on a *Transition Planning Committee* for the Portage County Board of Developmental Disabilities. This group was charged with assessing and evaluating the privatization of services of Portage Industries. We would then make a recommendation to the Board regarding privatizing Portage Industries.

The committee met beginning in April 11, 2017 every two weeks to discuss information needed to understand the needs of the individuals, families, center, staff, board and non-profit willing to take over the operation. Our goal was to make a recommendation to the Board on a

privatization approach and timeline that would create the least amount of impact of the stakeholders involved in this process.

We were encouraged and challenged to discuss the topics from multiple perspectives, advantages and disadvantages of all stakeholders involved in this change. We reviewed operational data, budget information, rules, and various privatization models used around the state to accomplish this transition.

The committee unanimously agreed to recommend a *gradual transition process* to switch the service delivery system and employment of direct service professionals from the Board to Portage Industries Inc. We recommend a three-phase transition of the Habilitation and Vocational services from the Board's services to Portage Industries Inc.

We further recommend that this gradual transition begin on October 1, 2017 and be completed by June 1, 2018. The timeline and gradual process recommendation is for phase one to begin October 1, 2017, Phase two February 1, 2018 and phase three April 1, 2018. We plan for these dates to be flexible with implementation and based on transitional and operation processes that safely guide the beneficiaries and families through the change process while supporting all other stakeholders during the transition. (Letter Signed by Committee Members)

Mr. Kletzien read Resolution 17-08-17 and then call for a motion and a second to approve Resolution 17-08-07 to *Transfer Operations at Portage industries (Adult Services) to Portage Industries, Inc. (PI, Inc.)*

**RESOLUTION 17-08-07**

**Transfer Operations at Portage Industries (Adult Services) to Portage Industries, Inc. (PI, Inc.)**

whereas, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) met in regular session on Wednesday August 16, 2017; and  
WHEREAS, the Board currently provides adult day services to individuals of Portage County with developmental disabilities receiving services and participating programs of the Board at the Portage Industries facility; and

WHEREAS, pursuant to the mandates of the Center for Medicare and Medicaid Services (CMS) and the Ohio Department of Developmental Disabilities regarding the progressive transition of waiver services to private provider, the Board has determined that it will cease to provide adult day services on the projected effective date of May 31, 2018; and be it further

RESOLVED, the Board accepts the recommendation of the Transition Committee that a gradual transition begin on October 1, 2017 and be completed by June 1, 2018. The timeline and gradual process recommendation is for phase one to begin October 1, 2017, phase two February 1, 2018 and phase three April 1, 2018; and be further

RESOLVED, planning for these dates to be flexible with implementation and based on transitional and operation processes that safely guide the beneficiaries and families through the change process while supporting all other stakeholders

during the transition; and be further

RESOLVED, that Portage Industries, Inc. (PI, Inc.) desires to be a provider of adult day services during the transitional phases and completed by June 1, 2018 at the Portage Industries facility; and be further

RESOLVED, the Board and PI, Inc. Board of Directors desires to enter into discussions and contract negotiations for this purpose; and be further

RESOLVED, the Board formally approves the May 31, 2018 as the projected effective date upon which the Board will cease to provide adult day services at the Portage Industries facility, and approves entering into discussions and contract negotiations with PI, Inc. to provide adult day services during the transitional phases and completed by June 1, 2018 at the Portage Industries facility; and be it further

RESOLVED, that the superintendent or his/her designee is authorized to take any and all actions to carry out this resolution.

The resolution was moved by **Timothy Moran** and seconded by **Michelle Sahr**


It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the results of which are as follows:

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**Certification**

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **August 16, 2017**, and an accurate copy of said resolution may be located in the official minutes of the board.



**Beverly Puleo, Assistant to the Superintendent**

President Kletzien read Resolution 17-08-08 and then called for a motion and second to approve *Reduction of Staff/Abolishment of Position(s)/Change in Table of Organization*

**RESOLUTION 17-08-08**

**REDUCTION OF STAFF/ABOLISHMENT OF POSITION(S)/CHANGE IN TABLE OF ORGANIZATION**

WHEREAS, effective July 1, 2015, service delivery changes brought about by mandates from the Centers for Medicare and Medicaid Services and the Ohio Department of Developmental Disabilities, require the Board to divest operations as a provider of adult services by 2024; and

WHEREAS, the Board recently completed a comprehensive review of its direct services program and found that a significant number of persons served have already moved from the Board's workshop to other providers since the mandates went into effect in July 2015; and

WHEREAS, there is a need to reduce the number of employees needed to provide services due to a decline in the number of adults attending the Board workshop, and

WHEREAS, the Superintendent recommends to the Board that the following positions in the Adult Services areas of the Table of Organization are to be abolished:

1. Two (2) Registered Service Specialists
2. Five (5) Registered Service Assistants
3. Three (3) Personal Service Assistants
4. Three (3) Part-time Personal Service Assistants
5. One (1) Licensed Practical Nurse, 240 days
6. One (1) Account Clerk II, 240 days
7. One (1) Job Development Manager

and,

WHEREAS, due to the decrease in student enrollment requiring transportation for the 2017-18 school year, the Transportation Table of Organization requires an abolishment of positions as follows:

1. One (1) Vehicle Operator w/CDL, 184 days
2. One (1) Vehicle Operator Attendant, 184 days

THEREFORE, BE IT RESOLVED, the Portage County Board of Developmental Disabilities accepts the recommendations of the Superintendent herein in regards to abolishing the above mentioned positions; and be it

RESOLVED, that the Superintendent be directed to:

Section 1: Act in accordance with Article 7.B of the Collective Bargaining Agreement with the Portage County Educators Association for the Developmentally Disabled Unit A.

Section 2: Act in accordance with Article 8 of the Collective Bargaining Agreement with the Ohio Association of Public School Employees.

RESOLVED, that the Superintendent advise the Board if unexpected changes in the reduction of consumers attending the Adult Services program cause a reconsideration of the Resolution.

Submitted by: Omar Nagi, Superintendent and Lynn Leslie, Director of Human Resources

The resolution was moved by **Kelly Butler** and seconded by **Cheri Michael**


It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Carol Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, for the Portage county Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **August 16, 2017**, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
\_\_\_\_\_  
Beverly Puleo, Assistant to the Superintendent

Board President Kletzien requested a second Execution Session at 7:53pm for the identified with no action to be taken

Motion by T. Moran

Second by M. Sahr

For the following identified reason:

- ( x ) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; indicate reason: employment of a public employee
- ( ) To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;

- ( ) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or intimate court action;
- ( ) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- ( ) Matters required to be kept confidential by federal law or rules or state statutes.
- ( ) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body of public office.

The aforesaid motion having been put to a roll call vote, the results of which were as follows:

NOT VOTING	PRESENT		BOARD MEMBERS
	YES	NO	
( )	( x )	( )	KELLY BUTLER
( )	( x )	( )	CAROL J. FRUSCELLA
( )	( x )	( )	JOHN GARGAN JR
( )	( x )	( )	RALPH KLETZIEN
( )	( x )	( )	CHERI MICHAEL
( )	( x )	( )	TIMOTHY MORAN
( )	( x )	( )	MICHELLE SAHR

Motion to adjourn executive session at 8:55pm

Motion by K. Butler

Second by C. Fruscella

Motion carried by roll call vote as follows: Kelly Butler, aye, Carol J. Fruscella, aye, John Gargan, Jr., aye, Ralph Kletzien, aye, Timothy Moran, aye, Cheri Michael, aye, Michelle Sahr, aye.

Motion to return to open session 8:56pm

Motion by T. Moran

Second by M. Sahr

Motion carried by voice vote.

Action from Executive Session:

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 8:57pm

Motion by C. Fruscella

Second by M. Sahr

Motion carried by voice vote.

## I N F O R M A T I O N

- Saturday, August 12, 2017** Parent Council Rummage Sale, Portage Industries, 9:00am-3:00pm
- Tuesday-Sunday, August 22-27, 2017** Portage County Randolph Fair, *'The Best You've Seen in 2017'—Volunteers needed for Booth*  
*Visit our booth in the Merchant's Building and Children's Services booth in the Foster Building*
- Monday, August 28, 2017** Children's Services Staff In-Service and Set-Up Day
- Tuesday, August 29, 2017** Children's Services Staff In-Service and Set-Up Day
- Tuesday, August 29, 2017** Open House for School-Age Students, 1:00-2:30pm
- Wednesday, August 30, 2017** First Day for School-Age Students
- Monday, September 4, 2017** Labor Day—Agency Closed
- Friday, September 8, 2017** Portage Industries, Inc., Annual Company Picnic, 10:45am, Portage Industries
- Monday, September 11, 2017** Parent Council Meeting, 6:00pm, Portage Industries (**note: new time**)
- Tuesdays, September 12, 19, 26, 2017** Board Eligible Family Swim, 6-7:30pm, Happy Day School
- Saturday, September 16, 2017** Ravenna Balloon A-fair, Main Street Ravenna, 8-5:00pm
- Tuesdays, October 3, 10, 17, 24, 2017** Board Eligible Family Swim, 6-7:30pm, Happy Day School
- Monday, October 9, 2017** Parent Council Meeting, 6:00pm, Portage Industries (**note: new time**)
- Friday, October 13, 2017** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Thursday, October 26, 2017** Fall Festival, 9:30am, Happy Day School

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Ralph Kletzien, President



Michelle Sahr, Secretary