

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

June 21, 2017
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

Vice President Kelly Butler called the regular meeting to order at 5:00pm.

Board Members present by Roll Call:

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

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

O. Nagi, Supt, T. Byich, M. Condos, D. Cotton, M. Dolensky, L. Leslie, B. Puleo, G. Smith,
K. Sumwalt, J. Vennetti

Excused: G. Brown, J. Kreiner, G. Slapnicker, K. Smith

Guests present: Bonnie Taylor, Vickie Kline, Portage County Commissioner, Ron Habowski,
Labor Consultant

Staff: L. Buchanan, J. Fetterolf, N. Fiorentino, D. Gordon, J. Gunther, D.
Lemasters, N. Nadasky, B. Orth, J. Schumm, C. West

Motion to Approve Excused Board Member: Ralph Kletzien

Motion by T. Moran

Second by M. Sahr

Motion carried by voice vote

No Public Comment

Adopted a motion to approve minutes from May 17, 2017_regular Meeting

Motion by C. Michael

Second by M. Sahr

Motion carried by voice vote

Motioned to approve the agenda for June 21, 2017 Regular Meeting as presented at table.

Motion by T. Moran

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 Renewal with *Hattie Larlham Center for Children with Disabilities* for Reimbursement to the Portage County Board of Developmental Disabilities for Educational Services provided to Children at Happy Day School (currently serving two (2) children) who reside at The Hattie Larlham Center for Children with Disabilities for services provided July 1, 2017 through June 30, 2018 with a 1.5% increase at \$13,520.44 per year each.
2. *Robert L. Putt, dba Joy Transportation* for non-medical transportation services effective June 19, 2017 through December 31, 2017 in the amount of \$6,500.
3. Amend Contract 20170197 for *Ronald J. Habowski, Labor Consultant*, by fifteen thousand dollars (\$15,000.00) to cover additional expenses as noted per contract not to exceed \$40,000.00 for the term January 1, 2017 through December 31, 2017

Motion for the Ratification of the May 2017 Invoice Payments as authorized by the Superintendent

Motion by C. Fruscella

Second by M. Sahr

Motion carried by voice voter

Motion for the Acceptance of the May 31, 2017 Financial Report

Motion by J. Gargan

Second by T. Moran

Motion carried by voice vote

Board Committee report(s) for the month:

Financial/Human Resources-Chair Michelle Sahr: June 8, 2017

Per Committee recommendation to the Board to approve the insurance quote from the Ohio School Plan for July 1, 2017-July 1, 2018 in the amount of \$45,979.00 (see Resolution 17-06-02)

Long-term Budget Projections—discussed the State’s budget process and information will not be available until the State approves the next biennium budget—still too many unknowns

Discussed the 2018 2.0 mill 5-year Levy Renewal—place on ballot as a renewal or continuing—no recommendation at this time;

Entered into Executive Session to discuss Staffing assessments

Program/Policy/Residential-Cheri Michael, Chair: June 19, 2017**Transition Committee Update**

Their fifth meeting was held 6/6/17 at PI. Two committee members attended for the first time. Omar gave a brief summary and update. They reviewed three different surveys – one for beneficiaries/families served at PI, one for PI staff and transportation staff that serve PI, and one for agency providers that serve adults also attending PI. Committee members got these surveys to a final draft form. These surveys were distributed last Friday, June 16 with a deadline of June 30. Gary Slapnicker was able to develop a web-based survey for those who choose to respond on line.

All meetings have been productive with good conversations. A lot of ground has been covered and they are making progress. The timeline discussion of privatization has been on going with a decision of using the gradual shift method. Picking dates for the timeline proves to be difficult for all concerned. They have not settled on a date to recommend to the board. Private providers need to be ready for the timeline dates as well. The committee met again yesterday and will continue to meet every two weeks. Probably by the end of summer the committee will have a recommendation for the board.

Twenty-one (21) individuals at PI are not on waivers. Some of those may end up on waivers. For anyone not on a waiver, the board has a policy in place of how we support those that are not waiver eligible.

Omar and Michelle had a group meeting with all the individuals at PI. They had excellent questions. Those group meetings will continue on a monthly basis.

Staffing Level Assessment Update

On May 25, Omar met with Les Buchanan, Union President of Unit A. The union has 3-4 points they asked for the board to consider. Those issues were presented to the Human Resource Committee which met last week.

ESC Autism Unit. What options are available for students?

There are approximately 30-40 students in our county who attend programs outside of their home school district. Education Alternatives and *Kids Link* are two options currently serving some of those individuals. The committee would like to hear from these two schools about their services and what they offer. Omar will contact each of them and ask if they will make a presentation. We feel this is a good starting point in determining if there is a lack of programming in our county for these students.

Draft 2017 Strategic Plan

Per Ohio Revised Code, there was information that needed added to our Strategic Plan. That information was added and a new rough draft was provided. We are working toward a much better format. If there are any suggestions re the new rough draft, please get them to Omar by next week. The completed copy should be ready for approval at the August board meeting.

Scheduled Board Committee Meetings:

Financial/Human Resources Committee: To be Determined

Program/Policy/Residential Committee: Monday, August 14, 2017, 5:00pm

Monday, September 18, 2017, 5:00pm

Motion to approve Resolution 17-06-01 for Approval of Direct Services Contracts with the Following Individuals as Recommended by the Ethics Council per Approved Ethics Council Resolution EC17-06-01 with no Conflict of Interest for: April Taylor for individual #202806;

Paula Parker for individual #203335; Karen Gertz for individual #203464; Nick and Heather Eminian for individual # 204857

RESOLUTION 17-06-01

APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC17-06-01 WITH NO CONFLICT OF INTEREST FOR:

April Taylor for individual #202806
Paula Parker for individual #203335
Karen Gertz for individual #203464
Nick and Heather Eminian for individual # 204857

WHEREAS, the Ethics Council has determined that direct services contracts with the aforementioned named individuals as a parent, guardian or family member meet the requirements of Ohio Revised Code section 5126.033; and

WHEREAS, the Ethics Council recommends to the Portage County Board of Developmental Disabilities direct services contract with the aforementioned name individuals; and

WHEREAS, Ohio Revised Code Section 5126.032 requires that the Portage County Board of Developmental Disabilities shall not enter into any direct services contract that is not recommended by the Ethics Council; now, therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and approves direct services contacts with the aforementioned named individuals; and be it further

RESOLVED, that the Superintendent or his designee is hereby authorized to take any and all action to carry out these direct services contracts.

Submitted by: Omar A. Nagi, Superintendent

The aforesaid resolution was moved by **John Gargan**

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

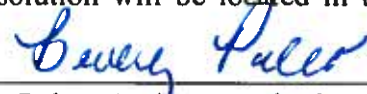
Timothy Moran, aye

Ralph Kletzien, excused

Michelle Sahr, 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 special meeting held **June 21, 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 17-06-02 for approval of Ohio School Plan (OSP) Insurance Renewal for the Period July 1, 2017 through July 1, 2018 in an amount not to exceed Forty-five Thousand Nine Hundred Seventy-nine Dollars (\$45,979.00) which represents a nine percent (9%) Decrease from the 2016-2017 Annual Premium Amount mainly due in part to a re-appraisal of the buildings, which lowered the prior estimated values, the reduction of 11 vehicles from last year and the reduction in the number of staff

RESOLUTION 17-06-02

APPROVAL OF OHIO SCHOOL PLAN INSURANCE RENEWAL FOR THE PERIOD JULY 1, 2017 THROUGH JULY 1, 2018 IN AN AMOUNT NOT TO EXCEED FORTY-FIVE THOUSAND NINE HUNDRED SEVENTY-NINE DOLLARS (\$45,979.00)

WHEREAS, the Director of Business Management requested a renewal quote from the Ohio School Plan (OSP) for cyber, pollution, liability, violence, automobile, and property insurance for the period July 1, 2017 through July 1, 2018; and

WHEREAS, the Board has purchased liability, violence, automobile and property insurance through the OSP since 2008; and

WHEREAS, a quote was received from OSP in the premium amount of forty-five thousand nine hundred seventy-nine dollars (\$45,979.00) for the period July 1, 2017 through July 1, 2018; and

WHEREAS, the Superintendent and Director of Business Management herein recommend acceptance of this premium renewal bid as it represents a nine percent (9%) decrease from the previous annual premium amount; now therefore be it

RESOLVED, that the Board hereby awards the cyber, pollution, liability, violence, automobile, and property insurance, at a premium of \$45,979.00, to OSP for the period of July 1, 2017 through July 1, 2018; and be it further

RESOLVED, that the Board authorizes the Superintendent or his/her designee 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 **Cheri Michael** and seconded by **Carol J. Fruscella**

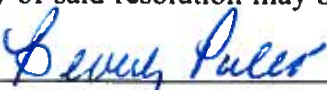
It is found and determined that all formal actions of the Board concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance will all legal requirements, including Section 121.22 of the Ohio Revised Code.

The foregoing motion 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,	excused

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 **June 21, 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 17-06-03 to participate in the Ohio Schools Council Cooperative Purchasing Association (OSC) for a Fee of \$350.00 for the Terms of July 1, 2017 through June 30, 2018

RESOLUTION 17-06-03

MEMBERSHIP IN THE OHIO SCHOOLS COUNCIL COOPERATIVE PURCHASING ASSOCIATION

WHEREAS, the Portage County Board of Developmental Disabilities (herein referred to as the Board) desires to continue to be a member of the Ohio Schools Council (OSC) for the purpose of cooperative purchasing; and

RESOLVED, the Board authorizes continued membership to the OSC for a fee of approximately \$350.00 for the terms of July 1, 2017 through June 30, 2018; and therefore be it

RESOLVED, the Superintendent is authorized to take any and all action to carry out this resolution.

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

The resolution was moved by **Timothy Moran** and seconded by **Carol J. Fruscella**

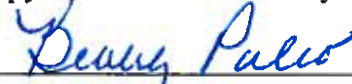
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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,	excused

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 **June 21, 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 17-06-04 for approval of School Lunch Program Rates and Structure as Provided by the Food Service Program at Happy Day School

RESOLUTION 17-06-04

APPROVAL OF SCHOOL LUNCH PROGRAM RATES AND STRUCTURE AS PROVIDED BY THE FOOD SERVICE PROGRAM AT HAPPY DAY SCHOOL

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) is no longer electing to participate in the National School Lunch Program; and

WHEREAS, the Board is committed to providing quality lunches to all children who attend the programs at Happy Day School; and

WHEREAS, the expenses and staff time required for participation in the National School Lunch Program outweigh the anticipated revenues for the limited number of students purchasing meals; and

WHEREAS, the Board may also elect to provide ala carte items to its staff and visitors at Happy Day School, which could provide extra revenue to the food service operation without increasing the cost of operations, and

WHEREAS, it is the Board’s intention is to establish reasonable purchase prices for student lunches, milk, staff lunches, and ala carte items offered by the Happy Day School food service operation; now therefore be it

RESOLVED, that the Board hereby establishes, effective with the 2017-2018 School Program Year, the base student lunch fee will be set at \$2.90 per full-priced lunch. A charge of \$.50 is established for separate student purchases of a half-pint (1/2 pint) of milk. The Board will use the National School Lunch income guidelines to establish reduced price and free lunch eligibility. Children who meet the qualifications for free and reduced price lunches per the income guidelines of the National School Lunch Program will be charged \$.40 for a reduced price lunch and nothing for a free lunch. Ala carte items will be charged according to the cost of the items being sold as determined by the Head Cook and Director of Education and Child Development; and be it further

RESOLVED, that these prices will remain in effect until changed by Board resolution; and be it further

RESOLVED, that Superintendent or his/her designee will request payment for all student lunches on a weekly basis. Every effort will be made to collect lunch monies in a timely manner; 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; Janice Kreiner, Director of Education and Child Development; Diane Cotton, Director of Business Management

The resolution was moved by **Cheri Michael** 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 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,	excused

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 **June 21, 2017**, and an accurate copy of said resolution may be located in the official minutes of the Board.


Beverly Puleo, Assistant to the Superintendent

Reviewed May 2017 Management Reports—Technology—the Superintendent gave the report in absence of the IT Specialist:

- 1) Six (6) previously reimaged laptops were deployed over two days at Portage Industries and we removed all legacy Kiosks bringing the “CareTracker Refresh” project to completion
 - a. The company that supports the Medicaid billing software at Portage Industries is no longer supporting the Kiosks originally bought with the product. These devices will no longer work with their software after June 30, 2017.
 - b. All these original Kiosks have been replaced with repurposed laptops that meet the Medicaid billing software requirements.
- 2) While all computers joined to the Board’s domain had patches installed that protected us from the recent world-wide ransomware attack, we still chose to physically take systems that were at greater risk offline over the weekend
 - a. This is a follow up to May 12 worldwide ransomware attack. No Board systems were affected by the ransomware attack.

Reviewed May 2017 Personnel Report:

Recap of Personnel Actions for May 2017:

- As of May 2017, there were 157 employees including six (6) intermittent positions and six (6) 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: Registered Service Specialist, 240 days, 7 hrs/day (Adult Services)
Vehicle Attendant, 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), vacant November 30, 2016, posted November 16-December 2, 2016, 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:

New Hires:

Reclassifications

Additional Assignments:

Supplemental Agreements:

Separations:

Laura Enders Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 17, 2017

Arturo Keith Mills Special Education Services Developer, 242 days, 8 hrs/day (Children's Services), effective May 12, 2017

Ronald Prunty Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective May 5, 2017

Retirements:

Reviewed May 2017 Enrollment Report with enrollment 950 beneficiaries for the month of May representing an increase of twenty-seven (27) and a decrease of twenty-five (25) beneficiaries from March 2017.

The Superintendent reported on the following:

Transition Committee Update: We had two more meetings since the May Board update June 6 and 20. This is a total of six meetings so far. We had a couple additional members attend the since our initial April 11th meeting. The committee continues to work toward recommending a transition timeline.

There has been very good and thorough discussion on the timeline and know this is one of the most anticipated announcement by all stakeholders. Members have set a goal to have a privatization approach and timeline recommendation to the Board by the August 2017 meeting. The committee would like to submit the recommendations to the Program/Policy/Residential Board Committee for consideration and eventually recommendation to the full Board.

Surveys have been sent out to all persons served and families at Portage Industries, Board Staff in transportation and Portage Industries and agency providers. Multiple options are offered to participate including electronic completion on our website for those that received the surveys. Survey due June 30.

Informational meetings are being scheduled and a communication will be shared soon with each stakeholder group. PCBDD Superintendent and Portage Industries Executive Director, Phil Miller will host meetings and provide updates about the transition committee, progress, and organizational structure of PI Inc.

Portage Industries Staffing Level Assessment: We met with Unit A Union President, Les Buchanan, OEA Leadership Representatives on May 25. We discussed staffing levels and possible layoff. We have scheduled a follow up meeting with Mr. Buchanan and OEA Leadership Representatives Thursday, June 22. We are finalizing and coordinating employee transition supports for staff affected with a reduction. Career Curve, an outplacement agency, JFS for their Rapid Reemployment services and EASE program are the primary supports and services. We hope these supports and services we may help staff with the impact of privatizing services.

DODD Budget: The House returned \$42 million of the \$122 cut from the budget in May and lifted some of the restrictive and prohibitive language imposed that limited DODD. The Senate has reviewed the state budget and imposed additional funding cuts and restrictive language during their review. The bill will now move to the full senate for a vote expected this week. Budget must be approved and Governor signed by June 30 for implementation on July 1.

DODD Settings Compliance Update: DODD has been completing provider certification

compliance reviews with more emphasis on the integrated settings compliance requirements. They have not issued citations to date when violations have been discovered. Effective July 1 DODD will begin issuing citations for any noncompliance issues discovered in the provider compliance reviews. Plans of Corrections will also be closely monitored and checked as follow up.

Family and Community Forum: Jan Kreiner and Jennifer Manthey, presented information about the Early Intervention program and model May 24. We had two guests attend the forum. Jan and Jennifer provided an excellent presentation and there was good dialogue. A Transition Family Forum planned for July 19 at 10am and 5pm at Portage Industries. Additional forums will be provided this fall.

Board Member Training with Randy Beach: July 21 at 10am to 12pm will be our Board Member training with Randy Beach from the OACB.

Director of Education and Child Development, Jan Kreiner: Jan has resigned from her position effective June 30. We are searching for candidates for replacement. The posting recently came down with little response. We plan to report the position again. Best wishes to Jan in her new endeavors.

The President announced the Regular Board Meeting is Wednesday, August 16, 2017, 5:00pm at the Dennis M. Coble Administration Building

At 6:11pm, the Board entered Executive Session in the Board 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 8:44pm

Motion by C. Fruscella

Second by T. Moran

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

Motion to return to open session 8:44pm

Motion by C. Michael

Second by J. Gargan

Motion carried by voice vote.

No 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 8:44pm

Motion by C. Michael

Second by T. Moran

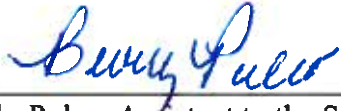
Motion carried by voice vote.

INFORMATION

Monday June 12-Friday July 28 2017 Rotary Camp Program (closed week of July 3-7, 2017)
Monday-Friday, July 3-7, 2017 Summer Break, Programs Closed

Special Olympics Friday-Sunday, June 23-25, 2017 State Games, Columbus

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Ralph Kletzien, President



Michelle Sahr, Secretary