

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

APRIL 15, 2015

5:00PM

Regular Meeting

Dennis M. Coble Administration Building

## MINUTES

Vice-President Cheri Michael called the regular meeting to order at 5:08pm.

Board Members present by Roll Call:

T. Cochran, J. Gargan, R. Kletzien, , Cheri Michael

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

O. Nagi, Supt., G. Brown, M. Condos, D. Cotton, L. Leslie, G. McAlister, G. Paroz, B. Puleo, K. Sumwalt, J. Vennetti, J. Weaver

Excused: K. Smith

Guests present:     Guests:     Phil Miller, CEO, Portage Industries, Inc.; J. Folan, B. Folan, J. Folan, Thunder Basketball Team Assistant Coach, Chaiaka Oxiri, Kent State University Student, Elisa Jernigan, Kent State University Student  
Staff: D. Clark, D. Harrod  
Omar Nagi, Superintendent introduced new employee, Jon Tetlow, Medicaid Services Manager, effective April 6, 2015

Motion to Excused Board members: Kelly Butler, Jeanne Schmidlin and absent Timothy Moran

Motion by R. Kletzien

Second by J. Gargan

Motion carried by voice vote.

Adopted a motion to approve minutes from Regular Meeting on March 18,, 2015 as sent electronically with no corrections/additions/deletions

Motion by J. Gargan  
Second by R. Kletzien  
Motion carried by voice vote.

Adopted a motion to approve the April 15,, 2015 Agenda as presented at the table.

Motion by R. Kletzien  
Second by T. Cochran  
Motion carried by voice vote.

Motioned to ratify the March 2015 Invoice Payments as authorized by the Superintendent as attached and herein as part of the minutes.

Motion by R. Kletzien  
Second by J. Gargan  
Motion carried by voice vote.

Motioned to accept the March 31, 2015 Financial Report as sent electronically.

Motion by R. Kletzien  
Second by T. Cochran  
Motion carried by voice vote.

Motioned to approve Resolution 15-04-01 to accept Gifts, Memorials, Grants, And Donations for the Month of March 2015 in the amount of \$1,796.19

**RESOLUTION 15-04-01**

**ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF MARCH 2015 IN THE AMOUNT OF \$1,796.19**

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of March 2015 as specified below: and

<b>To:</b>	<b>From:</b>	
Happy Day School First 2015 payment	Aurora One Fund	1,596.19
In Memory of George Condos	First United Methodist Church	200.00
<b>Total</b>		<b>\$1,796.19</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 **Ralph Kletzien** and seconded by **Thomas Cochran**

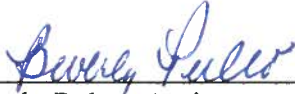
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler	excused	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	absent

**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 **April 15, 2015**, 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 15-04-02 Approve Purchase of One (1) Mini-Transit Buses (MTB) through The Ohio Department of Transportation (ODOT) Cooperative Purchasing Program in an Amount not to exceed Fifty-Five Thousand Nine Hundred Sixty-Five Dollars (\$55,965.00)

**RESOLUTION 15-04-02**

**APPROVE PURCHASE OF ONE (1) MINI-TRANSIT BUSES (MTB) THROUGH THE**

**OHIO DEPARTMENT OF TRANSPORTATION (ODOT) COOPERATIVE PURCHASING PROGRAM IN AN AMOUNT NOT TO EXCEED FIFTY-FIVE THOUSAND NINE HUNDRED SIXTY-FIVE DOLLARS (\$55,965.00)**

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) provides daily specialized transportation to approximately eighty (80) adults; and

WHEREAS, the Supervisor of Transportation Services has determined that due to accident with one of the Board’s mini-transit buses, one (1) mini-transit bus is in need of replacement; and

WHEREAS, under Ohio Revised Code section 5513.01(B), the Board has approved participation in the contracts issued by the Ohio Department of Transportation (hereinafter referred to as ODOT) for the purchase of machinery, material, supplies or other articles thereby exempting these purchases from competitive bidding requirements; now therefore be it

RESOLVED, that upon the recommendation of the Superintendent and the Supervisor of Transportation Services, the Board hereby authorizes the purchase of one (1) mini-transit buses (Ford Eldorado Aerotech) under the ODOT contract from Whitworth Bus Sales, Inc., 361 North Main Street, Miamisburg, Ohio 45342 at a cost not to exceed fifty-five thousand, nine hundred sixty-five dollars (\$55,965.00); and be it further

RESOLVED, that upon approval of this resolution, the Superintendent or his/her designee is hereby authorized to take any and all action to purchase these mini-transit buses through the ODOT cooperative purchasing program; 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; Jennifer Weaver, Supervisor of Transportation Services; & Diane Cotton, Director of Business Management;

The resolution was moved by and seconded by

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,	excused	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye

Cheri Michael, aye  
Timothy Moran, absent  
Jeanne Schmidlin, excused

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, for the Portage county Board of Mental Retardation & Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **April 15, 2015**, 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 15-04-03 for approval of School Lunch Program Rates as provided by the Food Service Program at Happy Day School effective with the 2015-2016 School Program Year with the base student lunch fee set at \$2.70 per full-priced lunch

**RESOLUTION 15-04-03**

**APPROVAL OF SCHOOL LUNCH PROGRAM RATES 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 committed to continuing its long-time participation in the Federal National School Lunch Program; and

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

WHEREAS, the Board is also committed to providing lunch and a la carte items to its staff and visitors at Happy Day School which provides 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 a la carte items offered by the Happy Day School food service operation; now therefore be it

RESOLVED, that the Board hereby establishes, effective with the 2015-2016 School Program Year, the base student lunch fee will be set at \$2.70 per full-priced lunch. A charge of \$.50 is established for separate student purchases of a half-pint (1/2 pint) of milk. Children who qualify for free and reduced price lunches per the National School Lunch Program will be charged according these standards. A la carte items will be charged according to the cost of the items being sold as determined by the Head Cook and Director of Children’s Services; adult lunches

will be \$3.50 per lunch (no beverage); 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. A bill will be forwarded to families at the end of each month for all outstanding lunch charges. 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; Gail McAlister, Director Children’s Services; Diane Cotton, Director of Business Management

The resolution was moved by **John Gargan** and seconded by **Ralph Kletzien**

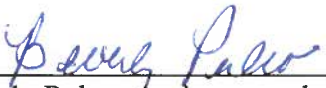
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	excused	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	absent

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 **April 15, 2015**, 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 15-04-04 to approve of an Agreement with Portage Industries, Inc. for the period May 1, 2015 through December 31, 2015 in an amount not to exceed Two Hundred Ninety-Eight Thousand, Eight Hundred Thirty-Three Dollars (\$298,833.00)



John Gargan, aye  
Cheri Michael, aye

Ralph Kletzien, aye  
Jeanne Schmidlin, excused

Timothy Moran, absent

**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 **April 15, 2015**, 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 amend Policy 5.05 First Aid/CPR/AED Training: to add AED language; amend staff required to receive training

Motion by R. Kletzien  
Second by T. Cochran  
Motion carried by voice vote.

Motioned to rescind Policy 5.05A Automated External Defibrillation Program (AED): referenced in Policy 5.05 First Aid/CPR/AED Training

Motion by R. Kletzien  
Second by T. Cochran  
Motion carried by voice vote.

Reviewed March 2015 Management Reports—Technology at table.

Reviewed March 2015 Personnel Report as sent electronically.

**Recap of Personnel Actions for March 2015:**

- As March 31<sup>st</sup> there were 218 employees including 37 intermittent positions; with five (5) vacancies.
- There are five (5) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there and two (2) Part-Time employees assigned in Children’s Services—one (1) employee is also permanent Part-Time in Transportation and counted there

**Positions Added/Abolished:**

Abolished: Registered Service Specialist, 240-day, 7 hrs/day (Adult Services)



**Job Postings/Vacancies**

Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), vacant October 30, 2014, posted December 15-19, 2014, filled March 2, 2015  
 Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), vacant December 22, 2014, posted December 22-January 16, 2015, Vacant  
 Instructor (Full-time Temporary), 184-days, 7 hrs/day (Children's Services), New, posted January 6-20, 2015, filled March 2, 2015  
 Intermittent Mechanic (Transportation)—*Reposted*, vacant December 23, 2014, posted January 22-February 6, 2015, Vacant  
 Service & Support Administrator, 240-days, 7.5 hrs/day (Service & Support Administration), New, posted February 17-27, 2015 Vacant

**Supplemental Positions:****New Hires:**

Sarah Betz	Instructor (Full-time Temporary), 184-days, 7 hrs/day (Children's Services), effective March 2, 2015
Jennifer Morris	Substitute Vehicle Operator w/o CDL (Transportation), effective March 11, 2015
John Pavlicek-Fausser	Substitute Registered Service Assistant (Adult Services), effective March 11, 2015
Sonja Witchey	Substitute Registered Service Assistant (Adult Services), effective March 11, 2015

**Promotions/Transfers:**

Tracy Heisler	Perm PT Personal Service Asst to Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), effective March 2, 2015
Melissa Peppeward	Personal Service Assistant to Registered Service Assistant [Temporary] (Adult Services), effective March 2, 2015

**Reclassifications:****Additional Assignments:****Supplemental Agreements:****Separations:**

Jennifer Morris	Substitute Vehicle Operator w/o CDL (Transportation), effective March 24, 2015
James Patton	Vehicle Operator w/o CDL, 184-days, 4 hrs/day (Transportation), effective March 27, 2015

**Retirements:**

Reviewed March 2015 Enrollment Report with enrollment of 944 consumers representing an increase of forty-five (45) and a decrease of eleven (11) consumers from February 2015.

Public Comment: None

The Superintendent reported on the following:

- To Board members—Newsletters: *The Link and Expressions*; local news articles—PI open House, HDS Socialization Friday; Portage ESC closing; *Workforce Innovation & Opportunity Act* information; Geauga and Trumbull counties position on the new DD environments; updated information regarding Independent Providers; requirements for Board In-services—DODD first required webinar is available April 29<sup>th</sup>; *Ohio at a Crossroads*; *The Development Disabilities System* prepared by The Center for Community Solutions and The Cleveland Foundation; the windy.com article regarding Mahoning County Commissioners urging the governor to reconsider closing YDC; letter from OACB with membership certificate for 2015 and benefits of membership; PCBDD HIPAA Committee directive for disposal of all paper documents effective March 26, 2015.
- On April 14 attend a Transition Meeting for students 18-22 years of age pending graduation. Three parents in attendance that have students. An evening session will be scheduled. There is one student graduating in 2015 and one in 2016. Parents were informed of the pending CMS rules, DRO, WIOA and the Employment First Initiative and discussion of the ‘Close the Front Door’ where in 2016 one cannot be graduated to a sheltered workshop unless a waiver is obtained. As information is made available, it will be communicated.
- Attended the monthly Portage ESC meeting—the group is in process of dissolving effective June 30, 2005; but expenses continue to August 31, 2015; reviewing funding, assets and staffing; a preschool is housed at HDS and several other school districts—no comment yet; still looking for a sponsor; have been contacted by Steve Rogaski, Director of Human Resources and Pupil Services, of the Educational Service Center of Cuyahoga County. Seven Portage County School districts have joined ESC of Cuyahoga County; three joining Mahoning County ECS and two have joined Summit County ESC.
- The new Behavior Support Rule training was held April 2, 2015 and another April 16, 2015 was and will be attended by the Superintendent and the SSA department. The Behavior Support Plan (BSP) is to be incorporated into the Individual Service Plan (ISP).
- Training in *Person Centered Thinking* will be held May 6-7, 2015 at the Board Office with approximately 45 persons in attendance including SSA department and representatives from several provider agencies.
- Negotiations have begun with PCEAMR Unit A. An exchange of proposals with done on April 7, 2015.
- Culvert Easement update—on April 1, the Soil and Water Conservation sent two representative to review the issue and site of the culvert etc.; the proposal of a retention pond was not a good option as there is 100 acres that drain into this open culvert; the representatives prefer the ditch to remain open and not to be enclosed; maps show 1937 as the earliest time when ditch was installed; the next step is to contact the Army Corp of Engineers for their input.

The President announced the next regular Board meeting is Wednesday, May 20, 2015, 5:00p.m., Dennis M. Coble Administration Building

At 6:14p.m., the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by R. Kletzien  
 Second by T. Cochran

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: Compensation 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;
- ( x ) 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 boy 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 )	( )	THOMAS COCHRAN
( )	( x )	( )	JOHN GARGAN JR
( )	( x )	( )	RALPH KLETZIEN
( )	( x )	( )	CHERI MICHAEL
( )	( )	( x )	TIMOTHY MORAN
( )	( )	( x )	JEANNE SCHMIDLIN

Motion to adjourn executive session at 7:08p.m.

Motion by R. Kletzien

Second by J. Gargan

Motion carried by roll call vote as follows: Kelly Butler, excused, Thomas Cochran, aye, John Gargan, Jr., aye, Ralph Kletzien, aye, Cheri Michael, aye, Timothy Moran, absent, Jeanne Schmidlin, aye.

Motion to return to open session 7:08p.m.

Motion by J. Gargan

Second by R. Kletzien

Motion carried.

No action taken 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 7:09p.m.

Motion by R. Kletzien

Second by T. Cochran

Motion carried by voice vote.

**INFORMATION**

- Friday, April 10, 2013** *Pajama Pants Party*, Happy Day School, 7:00-9:00pm
- Monday, April 13, 2015** Parent Council Meeting, Portage Industries, 6:00 pm
- Saturday, April 18, 2015** Parent Council Carnival, Happy Day School, 1:00-4:00pm
- Wednesday, April 22, 2015** Grandparent's Day
- Friday, April 24, 2015** School-age Socialization-Dinner & Activity, Happy Day School, 6:00-8:00pm
  
- Tuesday, May 5, 2015** Parent Council Dinner, Happy Day School, 6:00pm
- Monday, May 25, 2015** Transportation participating in the Ravenna Memorial Day, 10:00am
- Saturday, August 15, 2015** **RESCHEDULED:** Parent Council Rummage Sale, Portage Industries, 9:00am-3:00pm
- Thursday, June 4, 2015** *Calamity Day Make-up—Children’s Services-Students (last student day)*

Thursday, June 5, 2015

*Calamity Day Make-up—184-day staff Children’s Services/Transportation (last day)*

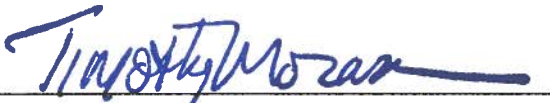
Friday, May 1, 2015

*Calamity Day Make-up—240-day Beneficiaries/Staff—In-service—cancelled*

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Timothy Moran, President



Ralph Kletzien, Secretary