

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

April 19, 2017
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Ralph Kletzien called the regular meeting to order at 5:01pm.

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, M. Condos, D. Cotton, J. Kreiner, L. Leslie, B. Puleo, G. Slapnicker, G. Smith, K. Sumwalt, T. Torch, J. Vennetti, J. Weaver

Excused: G. Brown, K. Smith

Guests present: Bonnie Taylor, Patrick Flaherty, Envisage Group, Inc, Nicholas Bell, Envisage Group, Inc., Phil Miller, CEO, Portage Industries, Inc., Christina, Mathews, parent and Parent Mentor, Field Local School District, Jim Chandler, grandparent, Brenda Byich,
Staff: T. Byich, L. Buchanan; J. Fetterolf, D. Gordon, J. Gunther, N. Nadasky; B. Orth, J. Salvatori, K. Vechiarelli, C. West

Superintendent Nagi introduced Michelle Dolensky, the new Director of Adult Services, effective April 3, 2017 and Thomas Byich, the new Supervisor Transportation Services, effective April 17, 2017. Both employees come to the Board with a wealth of experience in their respective areas.

A report of Financial/Human Resources & Program, Michelle Sahr, Chair and Policy/Residential Committee, Cheri Michael, Chair—regarding Family and Community Services Early Intervention Contract question. The following is their report addressed to the Board President:

“You had asked us to meet with Mr. Nagi and Mrs. Kreiner regarding our contract with Family and Community Services (F&CS) for the Early Intervention (EI) Services

Developer position. We did that on March 29th. During the meeting, we were provided with an overview of the position's responsibilities and EI operational goals. We also reviewed the contract, asked several questions about the position and were offered additional information.

One of the main points we discovered during our meeting is that the EI program is substantially different than what it was a year ago. If we assume that the activities at the administration level are the same, we would be flawed in that thinking. Clearly everyone is aware that our EI program moved from a center based program (at Happy Day) to a natural environment program (including homes, community programs and the like). The fundamental change to move to this model has been due to language in the Federal IDEA part C that says Early Intervention services are to be provided in natural environments. Ohio began the implementation of this change about five years ago. The PCBDD only adopted the change at the urging of the OHIO DODD this last year. Currently, this model has been adopted and implemented by most of Ohio's 88 counties. This is an Evidence Based approach led by researchers and experts Sheldon and Rush. Key to this approach is natural environments and teaching the caregivers in these children's lives how to best support and engage their children on a daily basis.

The role of this position was and continues to be focused on development of the systemic structures to shift programming to this model design. Changes not only with the location of where therapies take place, but also (and more importantly) the idea that these therapies can be a part of everyday life. This involves specialized training being delivered to our EI Team (specific to the environmentally based education concept), setting up service delivery regions, and coordination between the services provided by PCBDD and the Help Me Grow (HMG) service coordinators. In the past Denise Meyer has worked heading up the Help Me Grow and Family and Children First Council (FCFC) programs provided through F&CS. These programs should be very inter-related with our new approach to EI and there is a lot of overlap and blending that happens between the F&CS programs and our own EI program.

We discussed how oversight on this contract is provided. We were told that Mrs. Kreiner has almost daily contact with Denise, in addition to a weekly team meetings. Mrs. Kreiner felt that many weeks Denise will work over the 15 hours a week (as specified in our contract) on items specific to our EI program.

The contract this year has evolved a bit to include reaching out to preschools and community based activities to help educate in order to move these community based programs to a more inclusive setting. As the program continues to develop this contract is being adjusted to comply with model's design, changes and recommendations from the DODD.

We also tried to address some other issues regarding this that had been brought to the board, but found that things such as office space charges and other charges were not at all related to the PCBDD. There are no additional charges to the PCBDD beyond the contract of \$18,500.

Honestly, after discussing this at length, we feel that the \$18,500 contract we have for these services is well used and serves the board well in administering this substantial program that serves our youngest population under the systemic changes that have and continue to happen in Early Intervention programming. We do not recommend any further action from the board on this contract.

No Public Comment

Adopted a motion to approve minutes from March 22, 2017 Special Meeting with correction of two typographical errors were corrected page 3 point 4 on page 4.

Motion by T. Moran
Second by M. Sahr
Motion carried by voice vote

Motioned to approve the agenda for April 19, 2017 Regular Meeting as presented at table.

Motion by J. Gargan
Second by T. Moran
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. *Educational Service Center of Cuyahoga County* for Leasing Space at Happy Day School for the Purpose of Operating a Preschool Program for the Period of August 28, 2017 through June 8, 2018 in an amount of one hundred dollars (\$100.00) per classroom per year
2. *Beacon Support Services, LLC* to provide transportation for individuals not on a waiver for the purpose of assessments, community employment and/or Adult Day Services for the Period of April 25, 2017 through December 31, 2017 in an amount not to exceed six thousand five hundred dollars (\$6500.00)

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

Motion by C. Michael
Second by K. Butler
Motion carried by voice voter

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

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

Board Committee report(s) for the month:

Transportation/Facility-John Gargan Chair: April 4, 2017

Discussion was held regarding a request from Portage Industries, Inc. to lease additional office space at Portage Industries. The current space Portage Industries, Inc. (PI, Inc.) leases is not adequate for efficient operations, and PI, Inc. desires to bring the POWERcorps program through Family and Community Services into the additional leased space. There are two (2) classrooms currently not being used by the Adult Services program that would facilitate the request.

Kelly Butler motioned and Carol Fruscella seconded to recommend to the Board to amend the current Portage Industries, Inc. contact with the Board to lease the two (2) non-utilized classrooms at Portage Industries at total five hundred dollars (\$500.00) per month for the current leased space plus the additional classrooms.

Superintendent Nagi will notify the Portage County Commissioners as a courtesy of the new lease agreement.

Superintendent Nagi informed the Committee that the Early Intervention Program staff is in need of larger office space. Currently the seven staff are occupying one small office space. It is recommended that two (2) empty classrooms be utilized as Early Intervention offices. A Copy/Workspace Room space will be created in order to remove the copier from its current hallway location and decrease confidentiality issues.

Also, the Service and Support Administration department currently employs twenty (20) Service and Support Administrators (SSAs), a Director, a Service and Support Supervisor, three (3) Office Support Staff, and is anticipating the employment of an additional Service and Support Supervisor in the near future, and with the possibility of hiring additional SSAs in the future (3-4 in the next 2-3 years)—current office space is full. The Superintendent has suggested moving the Administration Staff to the Portage Industries facility and utilizing the Administration Building as a ‘one-stop-shop’ Coordination Center for services.

Program/Policy/Residential-Cheri Michael, Chair: April 17, 2017

Motion to approve as recommended by the Program/Policy/Residential Committee enter the Board into a contract with Cuyahoga County Education Service Center (ESC) for the lease of classroom space for the term of July 10, 2017 through July 28, 2017 at the cost of one hundred dollars (\$100.00) per classroom. The ESC plans to provide an Extended School Year Program for students identified by their local public school. The ESC will provide the teaching and supervisory staff, transportation services and any and all related support services for this program.

Updated *Strategic Plan* draft will be presented to the committee at the May 15, meeting.

Scheduled Board Committee Meetings:

Financial/Human Resources Committee: **Tuesday, May 9, 2017—10:00am**

Program/Policy/Residential Committee: **Monday, May 15, 2017—5:00pm**

Board President, Ralph Kletzien noted that the Board Committees cannot guarantee committee meetings will be held in the evening.

Reviewed March 2017 Management Reports—Technology—Gary Slapnick, Information Specialist and HIPAA Officer stated:

- A damaged hard drive in primary file server was identified and replaced. Proactive maintenance was performed on the equipment that acts as the main Windows File Server and Exchange Server.
 - A hard drive failed; however, this server was setup to allow for one hard drive to fail and continue operating.
 - Envisage Group and I worked quickly to get the server fully operational and there was no downtime to staff.
- A training was held with Speech and Language Pathologists and Children Services' Program Nurse on video recording and hotspot usage.
 - This training focused on training the group on how to store recordings long-term.
 - This group will also now share a hotspot to gain remote access to the IT system.
 - To date, there are hotspots assigned or at least available to all staff members at Happy Day School who may require remote access while providing Early Intervention Services.

Reviewed March 2017 Personnel Report:

Recap of Personnel Actions for March 2017:

- As of March 2017, there were 159 employees including six (6) intermittent positions and five (5) 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: Account Clerk II, 260/261/262 days, 8 hrs/day (Fiscal)—Two (2) positions
Added: Business Office Assistant, 260/261/262 days, 8 hrs/day (Fiscal)—Two (2) positions
Per Board Resolution 17-03-05, approved March 22, 2017

Job Postings/Vacancies

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

Director of Adult Services, 260/261/262 days, 8 hrs/day (Adult Services), **Search extended** vacant October 28, 2016, posted **January 6-20, 2017**, filled, effective date April 3, 2017

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), vacant November 30, 2016, posted November 16-December 2, 2016, Vacant

Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration) New, posted January 6-27, 2017, filled, effective date March 27, 2017

Supervisor of Transportation Services, 242 days, 8 hrs/day (Transportation), **Search extended** vacant April 30, 2017, posted January 27-March 10, 2017, filled April 17, 2017

Supplemental Positions:

Bowling Assistant (March 11, 2017)-2 *positions* , vacant March 2, 2017, posted March 2-9, 2017, Filled March 10, 2017

New Hires:

Sarah Curry Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), effective March 27, 2017

Promotions/Transfers

Reclassifications

Kimberly Palmer Account Clerk II, 260/262/262 days, 8 hrs/day to Business Office Assistant, 260/261/262 days, 8 hrs/day (Fiscal), effective March 27, 2017
Cynthia Porter Account Clerk II, 260/262/262 days, 8 hrs/day to Business Office Assistant, 260/261/262 days, 8 hrs/day (Fiscal), effective March 27, 2017

Additional Assignments:

Supplemental Agreements:

Colleen Brown Bowling Assistant, effective March 10, 2017
Patricia Dempsey Bowling Assistant, effective March 10, 2017

Separations:

Retirements:

Reviewed March 2017 Enrollment Report with enrollment 947 beneficiaries for the month of March representing an increase of thirty-four (34) and a decrease of twenty-eight (28) beneficiaries from February 2017.

The Board President, Ralph Kletzien, gave a update of the *Task Force* meetings with Randy Griffith, Superintendent, Maplewood Career Center, and Russ Bennett of the Educational Service Center of Cuyahoga County. Discussions are going quite well.

The Superintendent reported on the following:

- **Transition Committee Update:** We had our first meeting with the group April 11. We had seven of the 11 members attend the meeting. Two members are persons receiving workshop services. Phil Miller Executive Director of Portage Industries Inc., Michelle Dolensky Adult Services Director, and I facilitated the meeting. Members had the opportunity to meet one another, review CMS requirement that requires a transition from current operation and have discussion. We set a goal to meet every 2 weeks and to work through models of approach, address questions, concerns, and issues to develop a framework of recommendations and timelines to privatize services to present to the Board in the next 6 months. Next meeting is April 25th at Portage Industries.
- **Portage Industries Staff Meeting:** Met with the staff at Portage Industries on April 6. Introduced our new Director of Adult Services, Michelle Dolensky. Reviewed the Transition

Committee meeting plans and purpose. Spoke to staff about layoff concerns. Reviewed when CMS changes went into effect we reached out to union leadership and discussed changes and staffing levels in November 2015 for approximately 5 or 6 months. We then worked through many more developments during the next year to understand the full effects of all the changes may have on staffing levels. We will be reaching out to the union soon to resume discussions on the topic. We have put off the layoff as long as possible. The staff were very engaging with great questions and extremely professional during our meeting with difficult news. I want to acknowledge and thank them for professionalism and questions.

- **Quarterly Meetings:** I have planned and set up quarterly meetings at each of our locations to keep staff informed of the changes that will be developing during the remainder of the year. I committed to meet with the workshop staff more often as needed to ensure they are getting good information and are kept well informed of the plans as the transition committee works through this process.
- **Family and Community Forum:** Gary Smith, Medicaid Services Manager is presenting the waiver world on April 26 at 5:30pm. He will share information about the different types of waivers and their uses. We have a full reservation of 50 guests signed up!
- **Special Education Services Developer:** Keith Mills has resigned his position as Special Education Services Developer. His last day is May 12. He has helped coordinate some student visits with their home schools and a build a stronger feeling of connection of both sides of the experience. We wish him all the best in his future pursuits. We will review this position and repost.
- **Transportation Services Supervisor:** Want to offer final congratulations to Jennifer Weaver as she prepares for her retirement and last day on April 28. She has done an exceptional job during her 30 years with the Board. Without question, she will be missed and thought of often.

The President announced the Regular Board Meeting is Wednesday, May 17, 2017, 5:00pm at the Dennis M. Coble Administration Building

At 6:08pm, the Board entered Executive Session in the Board with no action to be taken

Motion by C. Fruscella
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 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 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)	()	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 6:50pm

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, aye, Timothy Moran, aye, Cheri Michael, aye, Michelle Sahr, aye.

Motion to return to open session 6:51pm

Motion by K. Butler

Second by C. Michael

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 6:52pm

Motion by C. Fruscella
Second by K. Butler
Motion carried by voice vote.

INFORMATION

- Tuesdays, April 18, 25, 2017** Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
- Thursday, April 13-17, 2017** Spring Break, Adult Services and 240-day employees
- Friday-Monday, April 14-17, 2017** Spring Break II, Children’s Services and 184-day employees
- Friday, April 21, 2016** *Carnival Dance*, Happy Day School, 6:00-8:00pm
- Monday, May 8, 2017** Parent Council Meeting, Portage Industries, 6:30pm
- Tuesday, May 9 2017** May Dinner, sponsored by Parent Council, Happy Day School, 6:00pm
- Tuesdays, May, 2, 9, 16, 23, 30, 2017** Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
- Friday, May 12, 2017** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Thursday, May 26, 2017** Annual School Picnic-Early Intervention, Preschool, School-Age
- Monday, May 29, 2017** Memorial Day —Programs Closed
- Thursday, June 1, 2017** Last Day of School for All Students
- Thursday, June 1, 2017** Graduation, Happy Day School, 1:15pm
- Friday, June 2, 2017** Last Day for 184-Day Staff
- Monday June 12, 2017** Start Date for Rotary Camp Program


Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Ralph Kletzien, President



Michelle Sahr, Secretary