

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

AUGUST 19, 2015

5:00PM

Regular Meeting

Dennis M. Coble Administration Building

MINUTES

President Timothy Moran called the regular meeting to order at 5:08pm.

Board Members present by Roll Call:

Kelly Butler, Thomas Cochran, John Gargan, Ralph Kletzien, Cheri Michael, Timothy Moran,
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.
Smith, K. Sumwalt, J. Tetlow, J. Vennetti, J. Weaver

Excused:

Guests present: Robin Howard, *Help Me Grow*; Darby Ferrara-Mathys, CEO, Barb Moledor,
Robin Graham, *Portage Physical Therapy, Inc.*, Michele Spar, parent, Mike
Dukes, beneficiary, Ashleigh Lawrence, April Phillips, *POWERcorps*
Staff: G. Slapnicker

Motioned to excused absent Board member: Jeanne Schmidlin

Motion by R. Kletzien

Second by T. Cochran

Motion carried by voice vote

Mike Dukes, beneficiary, with assistance from Ashleigh Lawrence, Program Coordinator, *POWERcorps*, presented to the Board his very positive experiences in his participation in the program with a PowerPoint presentation.

Barbara E. Moledor, P.T., Director of Developmental Disabilities Division, representing Portage Physical Therapist, Inc., that has been providing OT/PT services to the Board for over forty

years, gave an overview of services provided and a summary of the services not being renewed in the new contract to be presented to the Board at this meeting. Cheri Michael, Board Member, thanked the agency for the services they have provided.

Adopted a motion to approve minutes from Regular Meeting on June 17, 2015 as sent electronically with no corrections/additions/deletions

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

Adopted a motion to approve minutes from Special Meeting on June 29, 2015 as sent electronically with no corrections/additions/deletions

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

Adopted a motion to approve the August 19, 2015 Agenda as presented at the table.

Motion by K. Butler
Second by R. Kletzien
Motion carried by voice vote.

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

Motion by R. Kletzien
Second by C. Michael
Motion carried by voice vote.

Motioned to accept the June 30 and July 31, 2015 Financial Report as sent electronically.

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

Motioned to approve Resolution 15-08-01 for Acceptance of Gifts, Memorials, Grants, And Donations for the Month of June 2015 a donation to purchase a hand-propelled tricycle in loving memory of Mary Lohr in the amount of \$450.00 (note: no donations in July)

RESOLUTION 15-08-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE

MONTH OF JUNE 2015 IN RECEIPT OF A HAND PROPELLED TRICYCLE

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

To:	From:	
Happy Day School In memory of Mary Lohr— donation to purchase a hand propelled tricycle	Gloria J. Perrine	450.00
Total		\$450.00

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 **Kelly Butler** 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.

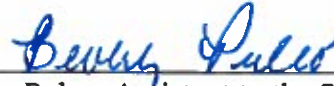
The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19, 2015**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo
Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 15-08-02 for the 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 in an amount not to exceed five hundred thirty-six thousand, four hundred twenty-three dollars and seventy-eight cents (\$536,423.78) for the Term of September 1, 2015 through August 31, 2016 with a 0% Increase in the Rates and a 36% Decrease from the Current Program Year Contract Amount

RESOLUTION 15-08-02

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, 2015 THROUGH AUGUST 31, 2016

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, 2015 through August 31, 2016 with a 0% increase in the rates and a 36% 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, 2015 through August 31, 2016 in the amount of five hundred thirty-six thousand, four hundred twenty-three dollars and seventy-eight cents (\$536,423.78); 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; George Paroz, Director of Adult Services; Gail McAlister, Director of Children's Services; and Diane Cotton, Director of Business Management,

The resolution was moved by **Thomas Cochran** 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,	nay	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	nay	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19, 2015**, 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 15-08-03 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, 2015 through August 31, 2016 in an amount not to exceed One Hundred Thirty-Four Thousand, Three Hundred Twenty-Nine Dollars (\$134,329.00) an amount which reflects a 10.6% decrease from the 2014-2015 contract amount

RESOLUTION 15-08-03

RENEWAL OF CONTRACTUAL AGREEMENT WITH FAMILY AND COMMUNITY SERVICES, INC. FOR OPERATION AND ADMINISTRATION OF AN ADULT RECREATION PROGRAM FOR THE PERIOD SEPTEMBER 1, 2015 THROUGH AUGUST 31, 2016 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 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, 2015; and

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

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

WHEREAS, funds are available and were budgeted in the 2015 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 *POWERcorps* program for the period September 1, 2015 through August 31, 2016 in an amount not to exceed one hundred thirty-four thousand, three hundred twenty-nine dollars and no cents (\$134,329.00), an amount which reflects a 10.6% decrease from the 2014-2015 contract amount; 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; George Paroz, Director of Adult Services; and Diane Cotton, Director of 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.

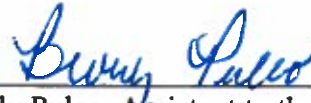
The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19, 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 15-08-04 for Approval of attached Preschool (operated by Cuyahoga County Educational Service Center) And School Age Program School Bus Routes And Stops For The 2015-2016 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 2015-2016 school year

RESOLUTION 15-08-04

Approval of ATTACHED PRESCHOOL (OPERATED BY CUYAHOGA COUNTY EDUCATIONAL SERVICE CENTER) and School Age Program school bus ROUTES AND stops for the 2015-2016 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 2015-2016 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 2015-2016 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 2015-2016 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 Jennifer Weaver, Supervisor Transportation Services

The resolution was moved by **Thomas Cochran** 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 are as follows:

Kelly Butler,	abstain	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19 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 15-08-05 to renew Membership in the Stark County Schools' Council of Governments for Cooperative Purchasing fee of approximately \$100.00 and in the Ohio Schools Council Cooperative Purchasing Association for a fee of \$350.00 for the terms July 1, 2015 through June 30, 2016

RESOLUTION 15-08-05

MEMBERSHIP IN THE STARK COUNTY SCHOOLS' COUNCIL OF GOVERNMENTS FOR COOPERATIVE PURCHASING AND 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 Stark County Schools' Council of Governments (SCSCG) for the purpose of cooperative purchasing; and

WHEREAS, the Board desires to continue the annual membership in the Ohio Schools Council (OSC) for the purpose of cooperative purchasing; and therefore be it

RESOLVED, the Board authorizes continued membership to the SCSCG for a fee of approximately \$100.00 and the OSC for the terms of July 1, 2015 through June 30, 2016 for a fee of \$350.00; and be if further

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 **Ralph Kletzien** 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	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne	Schmidlin,
excused			
		Timothy Moran,	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 19, 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 15-08-06 for Approval of Contract with The Arc Of Summit And Portage Counties for the People Together Program for the term January 1, 2016 through December 31, 2016 for Amount not to exceed Twenty-Five Thousand, Eight Hundred Seventy-five Dollars (\$25,875.00) reflecting a .5% increase from 2015 contract

RESOLUTION 15-08-06

APPROVAL OF CONTRACT WITH THE ARC OF SUMMIT AND PORTAGE COUNTIES FOR THE PEOPLE TOGETHER PROGRAM FOR THE TERM JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 FOR AMOUNT NOT TO EXCEED TWENTY-FIVE THOUSAND, EIGHT HUNDRED SEVENTY-FIVE DOLLARS (\$25,875.00)

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) currently has a contract with the ARC of Summit and Portage Counties for the presentation of the *People Together Program* to school children in Portage County School Districts which expires on December 31, 2015; and

WHEREAS, the Superintendent herein recommends that the Board enter into a successor agreement with the ARC of Summit and Portage Counties for the *People Together Program* with a .5% increase from the 2015 contract amount; now therefore be it

RESOLVED, the Board hereby approves entry into successor contract with the ARC of Summit and Portage Counties for the *People Together Program* for the period January 1, 2016 through December 31, 2016 in an amount not to exceed twenty-five thousand, seven hundred fifty hundred dollars (\$25,875.00), 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 A. Nagi, Superintendent; Diane Cotton, Director of Business Management.

The resolution was moved by **Thomas Cochran** and seconded by **Ralph Kletzien**

It is found and determined that all formal actions of the Portage County Board of DD 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	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	aye

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 **August 19, 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 15-08-07 to Rescind Resolution 15-03-03 *Request to the Board of Portage County Commissioners for a Resolution Certifying the Necessity of Placing a Renewal Levy on the General Election Ballot Of November 3, 2015 in the Amount 1.8 Mills for Tax Years 2016, 2017, 2018, 2019, And 2020*; this levy request was replaced by Resolution 15-06-01SM *Request to the Board of Portage County Commissioners for a Resolution Certifying the Necessity of Placing a Continuing Levy on the General Election Ballot Of November 3, 2015 in the Amount 1.8 Mills in Place of the Current 1.8 Mill Renewal Levy*

RESOLUTION 15-08-07

RESCIND RESOLUTION 15-03-03 *REQUEST TO THE BOARD OF PORTAGE COUNTY COMMISSIONERS FOR A RESOLUTION CERTIFYING THE NECESSITY OF PLACING A RENEWAL LEVY ON THE GENERAL ELECTION BALLOT OF NOVEMBER 3, 2015 IN THE AMOUNT 1.8 MILLS FOR TAX YEARS 2016, 2017, 2018, 2019, AND 2020 AS THIS LEVY REQUEST WAS REPLACED BY RESOLUTION 15-06-01SM REQUEST TO THE BOARD OF PORTAGE COUNTY COMMISSIONERS FOR A RESOLUTION CERTIFYING THE NECESSITY OF PLACING A CONTINUING LEVY ON THE GENERAL ELECTION BALLOT OF NOVEMBER 3, 2015 IN THE AMOUNT 1.8 MILLS IN PLACE OF THE CURRENT 1.8 MILL RENEWAL LEVY*

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board), at the March 18, 2015 regular Board meeting adopted Resolution 15-03-03 *Request to the Board of Portage County Commissioners for a Resolution Certifying the Necessity Of Placing a Renewal Levy on the General Election Ballot of November 3, 2015 in the Amount 1.8 Mills for Tax Years 2016, 2017, 2018, 2019, And 2020*, and

WHEREAS, as the Board is desirous of converting the five year term of the existing 1.8 mill renewal levy to a continuing levy; and

WHEREAS, at a special meeting held June 29, 2015, at 2:00 p.m., the Board adopted Resolution 15-06-01SM *Request to the Board of Portage County Commissioners for a Resolution Certifying the Necessity of Placing a Continuing Levy on the General Election Ballot of November 3, 2015 in the Amount 1.8 Mills in Place of the Current 1.8 Mill Renewal Levy*; now therefore be it

RESOLVED, that the Board hereby adopts this resolution rescinding Resolution 15-03-03 adopted March 18, 2015 ;and be it further

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

Submitted by: Omar A Nagi, Superintendent

The resolution was moved by **Ralph Kletzien** 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	Thomas Cochran,	aye
John Gargan	aye	Ralph Kletzien	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19, 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 15-08-08 to provide a Board Vehicle Use for Charitable Event "Stuff The Bus" to Benefit the Center Of Hope In Ravenna, Ohio

RESOLUTION 15-08-08

BOARD VEHICLE USE FOR CHARITABLE EVENT "STUFF THE BUS" TO BENEFIT THE CENTER OF HOPE IN RAVENNA, OHIO

WHEREAS, the Portage County Board of Developmental Disabilities wishes to partner with the Ravenna Moose Lodge #1234, Chapter #540 for a charity event to collect canned goods and non-perishable items to benefit the Center of Hope, 1034 W. Main Street, Ravenna, Ohio 44266; and

WHEREAS, the Board will provide a Board vehicle that will be operated by a Board vehicle operator for this "Stuff the Bus" event; and

WHEREAS, the Board vehicle operator will transport the bus to the Ravenna Moose Lodge #1234, Chapter #540 at 5727 State Route 14, Ravenna, Ohio 44266 on August 23,

2015 at noon and will transport the bus back at the end of the event, around 4:00 p.m.; therefore, be it

RESOLVED, that the Board hereby approves use of a Board vehicle and Board driver for this charitable event; and be it further

RESOLVED, that upon approval of this resolution by the Board, the Superintendent or his/her designee is authorized to take any and all actions to actualize this event and carry out this resolution.

Submitted by: Omar Nagi, Superintendent

The resolution was moved by **Cheri Michael** 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 are as follows:

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19, 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 15-08-09 Authorization for Continuation of a Licensing Agreement with Primary Solutions, Inc. for The *Gatekeeper* Consumer Database Program for the Term October 1, 2015 through September 30, 2016 in an amount not to Exceed Twenty-One Thousand, Four Hundred Twenty-Six Dollars (\$21,426.00) a 2.3% increase over the prior year agreement

RESOLUTION 15-08-09

AUTHORIZATION FOR CONTINUATION OF A LICENSING AGREEMENT WITH PRIMARY SOLUTIONS, INC. FOR THE *GATEKEEPER* CONSUMER DATABASE PROGRAM FOR THE TERM OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016 IN AN AMOUNT NOT TO EXCEED TWENTY-ONE THOUSAND, FOUR HUNDRED TWENTY-SIX DOLLARS (\$21,426.00)

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) through a contractual arrangement in 2007 began paying for license fees for the *Gatekeeper* consumer database program from the software vendor, Primary Solutions, Inc., (herein after referred to as the Vendor) 6665 Busch Blvd., Columbus, OH 43229; and

WHEREAS, in accordance with the contractual agreement with the Vendor, a yearly program license fee is required for support services and the use of the *Gatekeeper* program; and

WHEREAS, the current agreement is about to expire and its continuation is necessary for the efficient operation of the Board’s consumer database program; now therefore be it

RESOLVED, that the Board hereby approves the continuation of the licensing agreement for the *Gatekeeper* database software program with the Vendor for the term October 1, 2015 through September 30, 2016 in an amount not to exceed twenty-one thousand, four hundred twenty-six dollars and no cents (\$21,426.00), a 2.3% increase over the prior year agreement; and be it further

RESOLVED, that the Superintendent is hereby authorized to take any all actions to carry out this resolution.

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

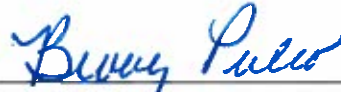
The resolution was moved by **Thomas Cochran** and seconded by **Cheri Michael**

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
Timothy Moran,	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 special meeting held **August 19, 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 15-08-10 to enter into a Contractual Agreement with Family and Community Services, Inc. for Early Intervention Services for the period August 10, 2015 through December 31, 2016 in an amount not to exceed Twenty-Five Thousand Dollars (\$25,000.00)

RESOLUTION 15-08-10

CONTRACTUAL AGREEMENT WITH FAMILY AND COMMUNITY SERVICES, INC. FOR EARLY INTERVENTION SERVICES FOR THE PERIOD AUGUST 10, 2015 THROUGH DECEMBER 31, 2016 IN AN AMOUNT NOT TO EXCEED TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) is desirous of entering into a contractual agreement with Family and Community Services, Inc. (hereinafter F&CS) for the purchase of early intervention services development for Board eligible individuals; therefore, be it

RESOLVED, that the Board herein authorizes and directs the Superintendent to execute a contractual agreement with F&CS for early intervention services development for the period August 10, 2015 through December 31, 2016 in an amount not to exceed twenty-five thousand dollars and no cents (\$25,000.00); 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; Gail McAlister, Director of Children's Services; and Diane Cotton, Director of 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,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19, 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 4.10 Behavior Support—to reflect new rule effective July 1, 2015

Motion by K. Butler

Second by R. Kletzien

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

Reviewed June and July 2015 Management Reports—Kim Sumwalt and Kendall Smith reviewed Investigative Agents Semi-Annual Report. Also reviewed the monthly Technology report. (in the new format)

Reviewed June and July 2015 Personnel Reports as sent electronically. Lynn Leslie, Director of Human Resources, reported layoffs were to take place in the Transportation Department as there is a reduction of four (4) bus routes. With ‘bumping rights,’ retirements, and resignations, the layoffs were avoided.

Recap of Personnel Actions for June 2015:

- As of June 30, there were 212 employees including 39 intermittent positions; with seven (7) 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: Instructor (Full-time Temporary), 184-days, 7 hrs/day (Children's Services)

Job Postings/Vacancies

Registered Service Assistant, 240-days, 6.5 hrs/day (Adult Services), vacant April 22, 2015, posted May 4-15, 2015, Vacant

Adult Services Instructor Specialist, 240-days, 7 hrs/day (Adult Services), vacant April 27, 2015, posted May 4-15, 2015, Vacant

Early Intervention Specialist, 240 days, 7 hrs/day (Children's Services), vacant June 12, 2015, posted June 18-July 10, 2015, Vacant

Supplemental Positions:

Recreation Program Coordinator (September-May), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Recreation Program Assistant (September-May), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Special Olympics Coordinator (September-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Track & Field Coach (April-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Assistant Track & Field Coach (April-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Basketball Coach [3] (November-March), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Soccer Coach (April-June), *Deadline extended* September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Softball Coach [2] (April-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, 2015, Vacant

Swimming Coach (September-December), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Assistant Swimming Coach (September-December), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Cross-Country Nordic Skiing Coach (January-March), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Volleyball Coach (March-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Bowling Coach (March-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Bocce Coach (April-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Powerlifting/Weightlifting Coach (September-May), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

New Hires:

Sandra Carter Substitute Registered Service Assistant (Adult Services), effective June 10, 2015

Justine Gowdy Substitute Vehicle Operator w/CDL (Transportation), effective June 10, 2015
Randy Rininger Substitute Registered Service Assistant (Adult Services), effective June 10, 2015

Additional Assignments:

Sabrina Wilson Substitute Vehicle Attendant (Transportation), effective June 1, 2015

Supplemental Agreements:

Separations:

Sarah Betz Instructor (Full-time Temporary), 184-days, 7 hrs/day (Children's Services), effective June 5, 2015
Brienne Collura Substitute Registered Service Assistant (Adult Services), effective June 3, 2015
Janelle Finch Substitute Vehicle Operator w/CDL (Transportation), effective June 3, 2015
Tandi Knepper Account Clerk I, 240 days, 8 hrs/day (Children's Services), effective June 26, 2015
Melissa Leighton Early Intervention Specialist, 240 days, 7 hrs/day (Children's Services), effective June 12, 2015
Kim O'Brien Substitute Instructor (Children's Services), effective June 1, 2015
Lisa Robinette Substitute Vehicle Operator w/CDL (Transportation), effective June 3, 2015

Retirements:

Recap of Personnel Actions for July 2015:

- As of July 31, there were 213 employees including 39 intermittent positions; with eight (8) 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:

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Job Postings/Vacancies

Registered Service Assistant, 240-days, 6.5 hrs/day (Adult Services), vacant April 22, 2015, posted May 4-15, 2015, Vacant
Adult Services Instructor Specialist, 240-days, 7 hrs/day (Adult Services), vacant April 27, 2015, posted May 4-15, 2015, Vacant

Early Intervention Specialist, 240 days, 7 hrs/day (Children's Services), vacant June 12, 2015, posted June 18-July 10, 2015, Vacant

Supplemental Positions:

Recreation Program Coordinator (September-May), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015,

Vacant

Recreation Program Assistant (September-May), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Special Olympics Coordinator (September-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Track & Field Coach (April-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

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Bocce Coach (April-June), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

Powerlifting/Weightlifting Coach (September-May), vacant September 1, 2015, deadline extended, May 28-Jul 17, 2015, Vacant

New Hires:**Additional Assignments:****Supplemental Agreements:****Separations:**

Dunja Biggins Substitute LPN (Adult Services), effective June 26, 2015

Lisa Fitzgerald Substitute Registered Service Assistant (Adult Services), effective July 27, 2015

Kayla McCullough Substitute Instructor Assistant (Children's Services), effective July 23, 2015

Danielle Mihailovic Substitute Registered Service Assistant (Adult Services), effective July 7, 2015

Ann Thieman Substitute Registered Service Assistant (Adult Services), effective July 24, 2015

Retirements:

Lorita Michael Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective July 31, 2015

Reviewed June and July 2015 Enrollment Report with enrollment of 937 consumers for the month of June representing an increase of thirty-seven (37) and a decrease of seventy-five (75) consumers from May 2015; with enrollment of 935 consumers for the month of July representing an increase of forty-four (44) and a decrease of forty-six (46) consumers from June 2015

Public Comment: None

The Superintendent reported on the following:

- To Board members—information regarding the Ohio Adult Sibling Conference scheduled for November 13-14, 2015; at the Embassy Suites Dublin; July 22, August 5, August 19, 2015 issues of the Pipeline; Hiram Farms letter; formation from DODD regarding Governor Kasich's budget; Budget Highlights of amended Substitute House Bill 64 (as signed by the Governor of the final status of OACB Budget Priorities;
- In regards to *Conflict Free Case Management* issue—the Board must demonstrate movement of those on Waivers—a reduction from 48% to 30% to community employment—*Close the Front Door* is not a negotiable with CMS; boards must remove themselves a provider
- Culvert Easement update—a representative from the Army Corp of Engineers has toured the site—a report to be forwarded to the Board; a suggestion of a *Rain Garden*
- The TDD Waivers transition to IO Waiver effective July 1, 2015 is in process.
- Levy—November 3, 2015; 1.8 mill Renewal— the Board of Portage County Commissioners have approved a resolution to move levy to continuing; will send to Board of Elections to place on the November ballot

The President announced the next regular Board meeting is Wednesday, September 16, 2015, 5:00pm., Dennis M. Coble Administration Building

At 6:18pm, the Board entered Executive Session and that action may 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: 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 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 7:19pm

Motion by R. Kletzien

Second by T. Cochran

Motion carried by roll call vote as follows: Kelly Butler, aye, Thomas Cochran, aye, John

Gargan, Jr., aye, Ralph Kletzien, aye, Cheri Michael, aye, Timothy Moran, aye, Jeanne Schmidlin, excused.

Motion to return to open session 7:20pm

Motion by R. Kletzien

Second by T. Cochran

Motion carried.

Action taken from Executive Session:

Motion to approve Resolution 15-08-11 Approve Employment Classification of Special Education Services Developer and Establish Placement of said Employment Classification on Level Five (5) of the Portage County Board Of Developmental Disabilities' Management Salary Schedule Partially Funded by the Idea Grant

RESOLUTION 15-08-11

APPROVE EMPLOYMENT CLASSIFICATION OF SPECIAL EDUCATION SERVICES DEVELOPER AND ESTABLISH PLACEMENT OF SAID EMPLOYMENT CLASSIFICATION ON LEVEL FIVE (5) OF THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES' MANAGEMENT SALARY SCHEDULE PARTIALLY FUNDED BY THE IDEA GRANT

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) retains exclusive authority to add and delete the permanent full-time and part-time employment classifications listed in Board Policy *1.0 Powers and Duties of the Board-Appendix A*; and

WHEREAS, the Board, through Board Policy *1.0 Powers and Duties of the Board*, retains the exclusive authority to place management level Employment Classifications on particular levels of the Board's Management Salary Schedule;

WHEREAS, the Superintendent in Executive Session at the Board's August 19, 2015 Regular Meeting asked the Board to consider the creation of a management employee, Special Education Services Developer Classification and the placement of such Employment Classification on the Board's Management Salary Schedule partially funded by the IDEA Grant; and

WHEREAS, after discussion and review the Board is desirous to create and add to the permanent full-time and part-time employment classifications in Section C of Board Policy *1.0 Powers and Duties of the Board-Appendix A*, a Special Education Services Developer Classification and the placement of said classification at the calculated hourly rate on Level 5 of the Management Salary Schedule and that said employment classification shall work an eight(8)-hour day across a 242-day work year partially funded by the IDEA Grant; now therefore be it

RESOLVED, that the Board hereby amends Board Policy *1.0 Powers and Duties of the Board – Appendix A*; by adding an Employment Classification of Special Education Services Developer and by amending the Board’s Management Salary schedule by placing the Special Education Services Developer Employment Classification on Level Five (5) of the Management Salary Schedule partially funded by the IDEA Grant; 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 A. Nagi, Superintendent; Diane Cotton, Director of Business Management; and Lynn Leslie, Director of Human Resources.

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,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	excused
		Timothy Moran,	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 19, 2015**, and an accurate copy of said resolution may be located in the official minutes of the Board.

Beverly Puleo, Assistant to the Superintendent

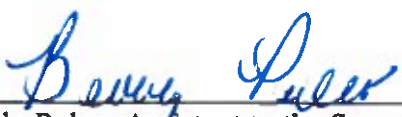
The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 7:25pm.

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

I N F O R M A T I O N

- Saturday, August 15, 2015** **RESCHEDULED:** Parent Council Rummage Sale, Portage Industries, 9:00am-3:00pm (Accepting items at Portage Industries during business hours)
- Monday, August 24, 2015** First Children’s Services Staff /Orientation and Set-up
- Tuesday-Sunday, August 25-30, 2015** Randolph Fair—Visit our booth in the Merchant’s Building and HDS booth in the Foster Building
- Tuesday, August 25, 2015** Children’s Services Staff In-service
School-age Open House, 1:00-2:30 p.m. Happy Day School
- Wednesday, August 26, 2015** First Day School-age Students, Happy Day School,
Morning Toddler Open House, Rooms 1, 2, 3, & 8, 9:30 p.m., Happy Day School
Afternoon Toddler Open House, Rooms 1, 2, 3, & 8, 1:00 p.m., Happy Day School
- Monday, September 7, 2015** Labor Day
- Tuesday, September 8, 2015** First Day for Toddler & Community Students, Happy Day School
- Friday, September 11, 2015** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Friday, September 11, 2015** School-age Socialization/Dinner & Activity, 6:00-8:00pm, Happy Day School
- Friday, September 18, 2015** Portage Industries, Inc., Annual Company Picnic, 10:45, a.m., Portage Industries
- Monday, September 14, 2015** Parent Council Meeting, 6:00pm, Portage Industries
- Tuesday, September 15, 2015** Board Eligible Family Swim Begins, 6:00-7:30pm, Happy Day School (every Tuesday evening)
- Monday, October 12, 2015** Parent Council Meeting, 6:00 p.m., Portage Industries
- Saturday, October 17, 2015** Silent Auction & Craft Show, 9:00 a.m.-3:00 p.m., Happy Day School
- Thursday, October 29, 2015** Fall Festival, Happy Day School

Respectfully Submitted,



 Beverly Puleo, Assistant to the Superintendent



 Timothy Moran, President



 Ralph Kletzien, Secretary