

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

**August 17, 2016**

**Regular Meeting**

**Dennis M. Coble Administration Building**

## MINUTES

President Cheri Michael called the regular meeting to order at 5:01pm.

Board Members present by Roll Call:

Kelly Butler, Thomas Cochran, John Gargan, Ralph Kletzien, Cheri Michael, Timothy Moran, Jeann Schmidlin

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

O. Nagi, Supt., G. Brown, D. Cotton, J. Kreiner, L. Leslie, G. Paroz, B. Puleo, G. Slapnicker, G. Smith, K. Smith, J. Weaver, J. Vennetti

Excused: M. Condos, K. Sumwalt,

Guests present: Tatsyana. Havel; Joe. Bica and Kelly Englehart, Edgewood Solutions; Jim. Chandler; Kim O'Brien; Christina Mathews; Carrie Adamo; Randy McMullen, POWERcorps; Ashleigh Lawrence, POWERcorps; Tom McMullen; Darby Ferrara-Mathys, CEO, Portage Physical Therapists, Inc; Barb Moledor, Portage Physical Therapists, Inc.; Paulie Rey; Vicki Kline, Portage County Commissioners  
Staff: K. Anderson; L. Cope; D. Lemasters; B. Orth; N. Nadasky; C. Smith; R. Wilson; L. Wheaton

Cheri Michael, Board President, read a Board Member Statement

Omar Nagi, Superintendent, introduced Gary Smith, Medicaid Services Manager, effective August 15, 2016

Ashleigh Lawrence, Program Manager, POWERCorps and Randy McMullen, POWERCorps participant reviewed activities of the group and Randy's accomplishments as a result of participating in those activities.

Adopted a motion to approve minutes from June 15, 2016, Regular Meeting on, as sent electronically.

Motion by T. Moran

Second by J. Gargan

Motion carried by voice vote.

Adopted a motion to approve the August 17, 2016 Agenda as presented at the table.

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

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

1. Contract with Relias Learning, LLC for Learning Management System Services for the Term September 1, 2016 through August 31, 2017 in an amount not to exceed Nineteen Thousand Three Hundred Eighty-Nine Dollars and Ninety-One Cents (\$19,389.91)
  
2. Contract with Envisage Group, Inc. for the provision of ZixGateway Corporate and Corporate ZixPort 76-149 Encryption Software and Services for the term August 21, 2016 through August 20, 2017 not to exceed thirteen thousand one hundred twenty-five dollars (\$13,125.00) to comply with the U S Department of Health and Human Services' and the amended Health Insurance Portability and Accountability Act privacy and security rules
  
3. Contract with Siffrin for provision of transportation services for two (2) beneficiaries for the term August 22, 2016 through December 31, 2016 in an amount not to exceed six thousand six hundred nineteen dollars and twenty cents (\$6,619.20)

Motioned to ratify the June/July 2016 Invoice Payments as authorized by the Superintendent as attached and herein as part of the minutes.

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

Motioned to accept the June 30 and July 31, 2016 Financial Report.

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

Motioned to approve Resolution 16-08-01 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 thirteen thousand, forty dollars and no cents (\$513,040.00) for the term of September 1, 2016 through August 31, 2017 with a 1.1% to 1.6% Increase in the Rates and a 4.4% Decrease from the Current Program Year Contract Amount

**RESOLUTION 16-08-01**

**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, 2016 THROUGH AUGUST 31, 2017**

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, 2016 through August 31, 2017 with 1.1% to 1.6% Increase in the Rates and a 4.4% 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, 2016 through August 31, 2017 in the amount of five hundred thirteen thousand, forty dollars and no cents (\$513,040.00); 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; Janice Kreiner, Director of Children’s Services; and 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:

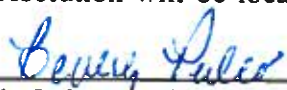
Kelly Butler,  
John Gargan,  
Timothy Moran,

Thomas Cochran,  
Ralph Kletzien,  
Jeanne Schmidlin,

Cheri Michael,

**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 17, 2016**, and an accurate copy of said resolution will be located in the official minutes of the Board.

  
Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 16-08-02 for the Approval of School Lunch Program Rates as

provided by the Food Service Program at Happy Day School effective with the 2016-2017 School Program Year with the base student lunch fee set at \$2.80 per full-priced lunch

**RESOLUTION 16-08-02**

**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 continuing its long-time participation in the Federal National School Lunch Program; and

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

WHEREAS, the Board will provide a la carte items to its staff and visitors, and

WHEREAS, it is the Board's intention 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 2016-2017 School Program Year, the base student lunch fee will be set at \$2.80 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 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 pre-payment for all student lunches. 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; Janice Kreiner, Director of Education and Child Development; Diane Cotton, Director of Business Management

The resolution was moved by **Timothy Moran** and seconded by **Jeanne Schmidlin**

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
Timothy Moran,	aye	Jeanne Schmidlin,	aye
Cheri Michael, 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 17, 2016**, and an accurate copy of said resolution may be located in the official minutes of the Board.

Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 16-08-03 for the Approval of attached Preschool (operated by Cuyahoga County Educational Service Center) and School Age Program School Bus Routes and Stops for the 2016-2017 School Year and authorization to the Superintendent or his/her designee to approve subsequent Preschool (operated by Cuyahoga County Educational Service Center) and School age program bus routes and stops during the 2016-2017 school year

**RESOLUTION 16-08-03**

**Approval of ATTACHED PRESCHOOL (OPERATED BY CUYAHOGA COUNTY EDUCATIONAL SERVICE CENTER) and School Age Program school bus ROUTES AND stops for the 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 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 **Ralph Kletzien** and seconded by **Jeanne Schmidlin**

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
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		Cheri Michael,	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 17, 2016**, and an accurate copy of said resolution may be located in the official minutes of the board.

  
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 Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 16-08-04 Special Education Programs for Children at the Happy Day School Facility

**RESOLUTION 16-08-04**

**SPECIAL EDUCATION PROGRAMS FOR CHILDREN AT THE HAPPY DAY SCHOOL FACILITY**

WHEREAS, the mission of the Portage County Board of Developmental Disabilities (Board) is to assist individuals in developing their abilities to achieve a life as active members of our community; and

WHEREAS, the Portage County Board of Developmental Disabilities (Board) has helped eligible individuals with disabilities achieve this mission through the creation of programs and services that provide opportunities to live, learn, work and fully participate in our communities as equal citizens.; and

WHEREAS, the Portage County Board of Developmental Disabilities (Board) provides special educational programs for children between the ages of birth and twenty-one (21) years of age; and

WHEREAS, the current programs include Early Intervention and School-age programs operated by the Board and a pre-school program operated by the Cuyahoga County Educational Service Center; and

WHEREAS, the Board continues to analyze the program needs to assure the safety, well-being, and success of those served and the needs of the Portage County community; now; therefore be it

RESOLVED, the Board is fully committed to operate the Early Intervention, Preschool and School-age programs at Happy Day School within current and future budgets; in compliance with current and any future changes in federal and state mandates; through continuing passage of operating levies that support the services of the Board; 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

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


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

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		Cheri Michael,	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 17, 2016**, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
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Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 16-08-05 for the Authorization for Superintendent to Public Bid for Medicaid Billing Services

**RESOLUTION 16-08-05**

**AUTHORIZATION FOR SUPERINTENDENT TO PUBLIC BID FOR MEDICAID**

**BILLING SERVICES**

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) has determined the continued need for vendor-provided Medicaid billing services; and

WHEREAS, direction on Medicaid billing services' bidding has been received from the Portage County Prosecutor's Office; and

WHEREAS, the County Prosecutor's Office has determined, according to its interpretation of Ohio Revised Code §307.86, that competitive bidding for vendor-provided Medicaid billing services is required as the cost is estimated to be above the fifty thousand dollar (\$50,000.00) bid threshold; now therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent or his/her designee to advertise for public bids for vendor-provided Medicaid billing services for calendar year 2017; and be it further

RESOLVED, that the Superintendent or his/her designee is further authorized to take action to publish notice of bids in the *Record Courier* newspaper for two consecutive weeks, the dates of publication being August 24, 2016 and August 31, 2016 with the notice indicating that bids will be opened on September 14, 2016 at 3:30 p.m. in the Dennis M. Coble Administration Building at 2606 Brady Lake Road, Ravenna, Ohio 44266; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take any and all actions to insure that the public notice of bids is in full conformity with §307.87 of the Ohio Revised Code; and be it further

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

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

The resolution was moved by **Jeanne Schmidlin** 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
Timothy Moran	aye	Jeanne Schmidlin,	aye
		Cheri Michael,	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, 2016, and an accurate copy of said resolution will be located in the official minutes of the Board.

  
Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 16-08-06 for the Authorization for Superintendent to Publish Notice for Public Requests for Proposals for Adult Transportation Services

**RESOLUTION 16-08-06**

**AUTHORIZATION FOR SUPERINTENDENT TO PUBLISH NOTICE FOR PUBLIC REQUESTS FOR PROPOSALS FOR ADULT TRANSPORTATION SERVICES**

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) has the continued need for adult transportation services; and

WHEREAS, the Board would like to obtain requests for proposals (RFP) for these services; now therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent or his/her designee to advertise for public RFPs for adult transportation services for the period 1/1/17-12/31/17; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take action to publish notice of an RFP in the *Record Courier* newspaper for two consecutive weeks, the dates of publication being August 24, 2016 and August 31, 2016 with the notice indicating that RFPs will be opened on September 14, 2016 at 3:00 p.m. at the Dennis M. Coble Administration Building at 2606 Brady Lake Road, Ravenna, Ohio 44266; and be it further

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

Submitted by: Omar Nagi, Superintendent; Jennifer Weaver, Supervisor of Transportation Services; and Diane Cotton, Director of Business Management.

The resolution was moved by **John Gargan** and seconded by **Jeanne Schmidlin**

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

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

- |                |     |                   |     |
|----------------|-----|-------------------|-----|
| Kelly Butler,  | aye | Thomas Cochran,   | aye |
| John Gargan,   | aye | Ralph Kletzien,   | aye |
| Timothy Moran, | aye | Jeanne Schmidlin, | aye |

Cheri Michael, 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 17, 2016, and an accurate copy of said resolution will be located in the official minutes of the Board.

Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 16-08-07 for the Renewal of Contractual Agreement with Family and Community Services, Inc. for Operation and Administration of an Adult Recreation Program for the Period September 1, 2016 through August 31, 2017 in an amount not to exceed One Hundred Thirty-Four Thousand, Three Hundred Twenty-Nine Dollars (\$134,329.00) with reflects no increase from 2015-2016 Contract

RESOLUTION 16-08-07

**RENEWAL OF CONTRACTUAL AGREEMENT WITH FAMILY AND COMMUNITY SERVICES, INC. FOR OPERATION AND ADMINISTRATION OF AN ADULT RECREATION PROGRAM FOR THE PERIOD SEPTEMBER 1, 2016 THROUGH AUGUST 31, 2017 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, 2016; 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 2016 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, 2016 through August 31, 2017 in an amount not to exceed one hundred thirty-four thousand, three hundred twenty-nine dollars and no cents (\$134,329.00), the same amount as the 2015-16

contract; and be it further

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

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

The resolution was moved by **John Gargan** 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
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		Cheri Michael,	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 17, 2016**, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
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 Beverly Puleo, Assistant to the Superintendent

Motion to approve to Amended Policy: 7.05 Cash Management; 7.07 Fixed Assets

Motion by J. Gargan  
Second by T. Moran  
Motion carried by voice vote

Motion to approve new Policy 7.13 Grant Funds; 7.14 Internal Controls; 7.15 Time and Effort Reporting; 7.16 Cost Principles

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

Reviewed June/July 2016 Management Reports—Gary Slapnicker HIPAA and Information Technology Manager, reviewed Technology Report; Kendall Smith, Investigative Agent, gave the Board an overview of the MUI Semi-Annual Report

Reviewed June and July 2016 Personnel Report

**Recap of Personnel Actions for June 2016:**

- As of June 30, 2016, there were 177 employees including fourteen (14) intermittent positions and four (4) vacancies.
- There are four (4) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there

**Positions Added/Abolished:**

Two positions were abolished: Instructor Assistant, 184 days, 6.5 hrs/day (Children's Services)  
Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services)

**Job Postings/Vacancies**

Director of Education & Child Development, 260-262 days/year, 8 hrs/day (Children's Services), vacant December 31, 2015, posted February 17-March 11, 2016, filled June 13, 2016  
Account Clerk II, 260-262 days, 8 hrs/day (Fiscal), vacant February 19, 2016, posted March 17-April 1, 2016, filled June 6, 2016  
Language Development Specialist, 240 days, 7 hrs/day (Children's Services), vacant April 15, 2016, posted March 18-April 1, 2016, extended May 27-June 10, 2016, Vacant  
Human Resources Specialist, 260-262 days, 8 hrs/day (Administration), vacant May 20, 2016, posted May 11 20, 2016, vacant  
Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), vacant May 19, 2016, posted May 20-Jun 3, 2016, vacant  
Vehicle Attendant w/o CDL, 240 days, 4 hrs/day (Transportation), vacant April 29, 2016, posted May 19-25, 2016, Filled June 6, 2016

**Supplemental Positions:**

**New Hires:**

Janice Kreiner Director of Education & Child Development, 260-262 days/year, 8 hrs/day (Children's Services), effective June 13, 2016  
Kimberly Palmer Account Clerk II, 260-262 days, 8 hrs/day (Fiscal), effective June 6, 2016

**Promotions/Transfers**

Robert Basel Vehicle Attendant w/o CDL, 240 days, 4 hrs/day (Transportation), effective June 6, 2016

**Reclassifications**

**Additional Assignments:**

**Supplemental Agreements:**

**Separations:**

James Gaurrich Substitute Registered Service Assistant (Adult Services), effective June 14, 2016  
Rebecca Lee Substitute Instructor (Children's Services), effective June 3, 2016  
Michael Yeager Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2016

**Retirements:**

Debbie Pittinger Instructor Assistant, 184 days, 6.5 hrs/day (Children's Services), effective June 30, 2016

**Recap of Personnel Actions for July 2016:**

- As of July 31, 2016, there were 177 employees including fourteen (14) intermittent positions and four (4) vacancies.
- There are four (4) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there

**Positions Added/Abolished:**

**Job Postings/Vacancies**

Language Development Specialist, 240 days, 7 hrs/day (Children's Services), vacant April 15, 2016, posted March 18-April 1, 2016, extended May 27-June 10, 2016, filled August 16, 2016

Human Resources Specialist, 260-262 days, 8 hrs/day (Administration), vacant May 20, 2016, posted May 11 20, 2016, filled August 22, 2016

Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), vacant May 19, 2016, posted May 20-Jun 3, 2016, filled August 15, 2016

**Supplemental Positions:**

**New Hires:**

**Promotions/Transfers**

**Reclassifications**

**Additional Assignments:**

**Supplemental Agreements:**

**Separations:**

**Retirements:**

Reviewed June and July 2016 Enrollment Report with enrollment of 944 beneficiaries for the month of June representing an increase of thirty-five (35) and a decrease of fifty-five (55) beneficiaries from May 2016 and enrollment of 939 beneficiaries for the month of July representing an increase of twenty-four (24) and a decrease of twenty-eight (28) beneficiaries from June 2016

The Superintendent reported on the following:

- **Happy Day Task Force:** Special Commissioner meeting August 10<sup>th</sup> to meet Mr. Rob Stein. Mr. Stein was proposed to the Commissioners as a potential Mediator for the Task force. He is considering the offer and will submit proposal to Commissioners when he decides. Task force meeting on hold until a Mediator is appointed.
- **Happy Day School Students Return:** next week, Wednesday, August 24<sup>th</sup>. *Workforce Innovation and Opportunity Act* (WIOA) went into effect July 22<sup>nd</sup>. Requires graduating students and adults to complete employment assessments and evaluations for career counseling. Restrictions and requirements are in place for adults 24 years old and younger compensated at a subminimum wage after July 22<sup>nd</sup>. We continue to follow this development for students.
- **Early Intervention Staff One of Seven County Teams Selected for Training:** Early Intervention Staff were one of seven Counties in Ohio invited to attend a two-day training August 1<sup>st</sup> and 2<sup>nd</sup> in Fairfield with Sheldon and Rush, creators of the *Evidence Based Early*

intervention program the State has endorsed as best practice. They will work through a six (6) month mentoring program with the creators showing their work implementing the program in Portage County. They are in the process of developing more activities at the school and in the community for families to explore and enhance the Early Intervention experience.

- **Benchmark Update Submitted June 30, 2016 to DODD:** Submitted semiannual progress report to DODD June 30<sup>th</sup>. We are required to set goals to divest ourselves of services for people on Medicaid waivers annually to show progression toward compliance. Set goal of 20% combined reduction in transportation and workshop services.
- September 2015 had 184 people at workshop on 163 on waiver funding. Twenty-one (21) transitioned to other providers by June 30<sup>th</sup>—13% reduction. Transportation had 91 people on routes—75 on waiver funding. Twenty-eight (28) people transitioned to other providers by June 30<sup>th</sup>—37% reduction. Combined reduction of 21% achieved in both service areas.
- **Medicaid Survey Due September 1, 2016:** The survey is to provide a plan of correction to comply with the rules and demonstrate we are not serving people in an institutional setting. Federal guidance states federal funds can't be used to pay for waiver services provided in an institutional setting, settings adjacent to institutions, or other settings having the effect of isolating people receiving HCBS. We have been working on completing the ODM Home and Community Based Services evaluation tool. We received our letter classifying the level of segregation at Portage Industries. We rated a Category C—Presumed to have the effect of isolating and may be subject to heightened scrutiny. We will have a physical visit scheduled sometime after we submit our plan. (Bikes for Kids)
- **Siffrin:** Is a private provider of Service for people with disabilities since 1971 with a strong presence throughout Northeast Ohio. They will begin providing transportation services in Portage County next week. They are taking two routes to Portage Industries beginning the week of August 22<sup>nd</sup>. They are interested in growing their presence as a full service provider in the future in Portage County. Very pleased to have another reputable service provider available for families to choose.

The President announced the next regular Board meeting is September 21, 2016, 5:00pm, Dennis M. Coble Administration Building

At 6:34p.m., the Board entered Executive Session in the Board Room with no action to be taken following Executive Session. **NOTE:** a request for Public Comment was granted by the Board after the motion to enter into Executive Session to Christina Mathews who discussed her request for the Board to provide transportation of her child in the 'Community Kid' program and question if PT/OT was reduced for her child in pre-school program. Barb Moledor answered her question as the pre-school is operated by the Cuyahoga ESC not the Board. Barb also thanked the Board for renewing the Portage Physical Therapist, Inc. contract. This session lasted approximate twenty (20) minutes.

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 8:15p.m.

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, Timothy Moran, aye, Cheri Michael, aye, Jeanne Schmidlin, aye.

Motion to return to open session at 8:16 p.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 8:16pm

Motion by R. Kletzien

Second by J. Gargan

Motion carried by voice vote.

**INFORMATION**

- Saturday, August 13, 2016** Parent Council Rummage Sale, Portage Industries, 9:00am-3:00pm
- Monday, August 22, 2016** Children’s Services Staff/Orientation and Set-up
- Tuesday, August 23, 2016** Children’s Services Staff In-service  
School-age Open House, 1:00-2:30 p.m. Happy Day School
- Tuesday-Sunday, August 23-28, 2016** Portage County Randolph Fair, *‘Be Part of the Scene in 2016’—Volunteers needed for Booth*  
*Visit our booth in the Merchant’s Building and Children’s Services booth in the Foster Building*
- Wednesday, August 24, 2016** First Day School-age Students, Happy Day School
- Monday, September 5, 2016** Labor Day
- Friday, September 9 2016** Portage Industries, Inc., Annual Company Picnic, 10:45am, Portage Industries
- Friday, September 9, 2016** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Monday, September 12, 2016** Parent Council Meeting, 6:30pm, Portage Industries (note: new time)
- Saturday, September 17, 2016** Ravenna Balloon A-fair, Main Street Ravenna, 8-5:30pm
- Tuesday, September 13, 20, 27, 2016** Board Eligible Family Swim Begins, 6:00-7:30pm, Happy Day School
- Tuesday, October 4, 11, 18, 25 2016** Board Eligible Family Swim Begins, 6:00-7:30pm, Happy Day School
- Monday, October 10, 2016** Parent Council Meeting, 6:30 p.m., Portage Industries (note: new time)
- Friday, October 14, 2016** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Thursday, October 27, 2016** Fall Festival, Happy Day School

Respectfully Submitted,

  
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 Beverly Puleo, Assistant to the Superintendent

  
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 Cheri Michael, President

  
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 Kelly Butler, Secretary