

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

April 20, 2016
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Cheri Michael called the regular meeting to order at 5:02pm.

Board Members present by Roll Call:

Kelly Butler, Thomas Cochran, Ralph Kletzien, Cheri Michael, Timothy Moran, Jeanne Schmidlin

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

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

Excused: M. Condos, K. Smith, J. Tetlow,

Guests present: Robin Howard, Randy Spencer, Ashley Whitacre, Amanda Whitacre, Matt Whitacre, Madeline Whitacre, Ron Habowski, Esq., Labor Consultant (arrive for Executive Session)

Staff: M. Beichler, J. Bobek, L. Buchanan, S. Carlton-Eastep, L. Cope, P. Edwards, B. Hess-Henderhan, L. Hodgen, N. Nadasky, M. Peppard

Motion to excuse absent Board Member John Gargan

Motion by R. Kletzien

Second by T. Cochran

Motion carried by voice vote

Gina Brown, Director of Service and Support Administration, introduced Jim Bobek, a transfer to the position of Service and Support Administrator from Job Development Manager, effective March 28, 2016

Adopted a motion to approve minutes from March 16, 2016 Regular Meeting on, as sent electronically.

Motion by T. Moran

Second by K. Butler

Motion carried by voice vote.

Adopted a motion to approve the April 20, 2016 Agenda as presented at the table.

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

Public Comment:

Ashley Whitacre and Amanda Whitacre spoke of their experiences and accomplishments as the result of attending Happy Day School.

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 22, 2016 through June 15, 2017 in an amount of one hundred dollars (\$100.00) per classroom per year

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

Motion by R. Kletzien
Second by T. Moran
Motion carried by voice vote with Ms. Butler abstaining

Motioned to accept the March 31, 2016 Financial Report.

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

Motioned to approve Resolution 16-04-01 for the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of March 2016 in the amount of \$500.00

RESOLUTION 16-04-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF MARCH 2016

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of March 2016 as specified below: and

To:	From:	
Happy Day School, in memory of Ashley Flanagan	Dick & Sherri Flanagan	500.00
Total		500.00

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 **Jeanne Schmidlin** seconded by **Ralph Kletzien**

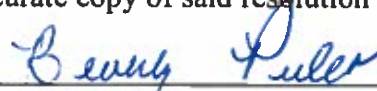
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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,	excused	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 **April 20, 2016**, and an accurate copy of said resolution may be located in the official minutes of the Board.


Beverly Puleo, Assistant to the Superintendent

Reviewed March 2016 Management Reports—Gary Slapnicker HIPAA and Information Technology Manager, reviewed Technology Report

Reviewed March 2016 Personnel Report. Lynn Leslie, Director of Human Resources, noted the abolishment of a Personal Assistant position in the Adult Services program; and the addition of a Special Education Services Developer, Children’s Services, position; there are thirty (30) less employees from 2015; fourteen (14) full-time permanent.

Recap of Personnel Actions for March 2016:

- As of March 31, 2016, there were 188 employees including twenty-one (21) intermittent positions with 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:

Abolishment of a Personal Assistant position in the Adult Services program;
Addition of a Special Education Services Developer, Children's Services program

Job Postings/Vacancies

Special Education Services Developer, 242 days/year, 8 hrs/day (Children's Services), posted October 1-16, 2015, New, Vacant, Extended November 23-December 11, 2015, Vacant
Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), vacant, February 1, 2016, posted January 25-February 5, 2016, filled March 28, 2016
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, Vacant
Account Clerk II, 260-262 days, 8 hrs/day (Fiscal), vacant February 19, 2016, posted March 17-April 1, 2016, Vacant
Language Development Specialist, 240 days, 7 hrs/day (Children's Services), vacant April 15, 2016, posted March 18-April 1, 2016, Vacant

Supplemental Positions:

Bowling Assistant (2) (March 12, 2016), vacant January 21, 2016, posted March 1-7, 2016, 2016, Filled March 9, 2016

New Hires:**Promotions/Transfers**

James Bobek Job Development Manager, 260 days, 8 hrs/day (Adult Services) to Service and Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), effective March 28, 2016

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

Connie Tarver Bowling Assistant, (March 12, 2016) effective March 9, 2016
Patricia Wade Bowling Assistant, (March 12, 2016) effective March 9, 2016

Separations:

Kristina Matson Personal Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective March 10, 2016

Retirements:

Reviewed March 2016 Enrollment Report with enrollment of 935 beneficiaries for the month of March representing an increase of twenty-six (26) and a decrease of twenty-four (24) beneficiaries from February 2016.

The Superintendent reported on the following:

- **Special Education Services Developer Appointment:**

An appointment has been extended to a candidate for the Special Education Services Developer Position. The candidate is completing the pre-employment screening currently. Established a May 9 start date. Will attend the May Board Meeting to be introduced.

- **Completed five interviews for the Director of Education and Child Development:**
- Interviewed five candidates for the Director of Education and Child Development position. Scheduling two candidates for a second interview soon for final consideration.
- **Medicaid Services Manager Position update:**
- Our Medicaid Services Manager has been out on leave for the past month and a half. We have shifted some job responsibilities and put interim supports in place. We have posted statewide a temporary Medicaid Services Manager Posting to try and find more help.
- **Day Habilitation Provider Meeting March 31:**
- Portage County Board of DD hosted our first Day Habilitation Services Provider Forum March 31 from 9am to 11am. We had 18 different agency providers attend the forum. We reviewed the pressures that are driving change in the developmental disabilities system. We discussed the benchmark plans the Board submitted to the Department of Developmental Disabilities and goals of transitioning services to achieve compliance. Discussed capacity needs of the future to serve people in a new model. We agreed to continue the meetings on a quarterly basis to build our collective partnerships and prepare for the transition.
- **Transportation Provider Meeting Planned for April 22:**
- Portage County Board of DD will host our first Transportation Services Provider Forum Friday, April 22 from 10am to 12pm. We have 10 different agency providers attending the forum. We will review the pressures that are driving change in the developmental disabilities system. We will discuss the benchmark plans the Board submitted to the Department of Developmental Disabilities and goals of transitioning services to achieve compliance. We will discuss capacity needs of the future to serve people in a new model. Will attempt to establish meetings on a quarterly basis to build our collective partnerships and prepare for the transition.
- **Disability Rights Ohio (DRO) Filed a Lawsuit Suit on March 31 against Department of Developmental Disabilities and the Governor:**
- Disability Rights Ohio filed a class action lawsuit on March 31 against the Department of Developmental Disabilities and the Governor. This process will develop over the next year. VOR out of Illinois has taken a counter stance for people that do not agree with the DRO position. We are sharing both positions and organizations information on our website.
- **Spring Conference May 12th 13th:**
Spring conference is coming up May 12th and 13th. They have a Board Member Track on Thursday the 12th. Please let Bev know if you are planning to attend so she can assist with arrangements.

The President announced the next regular Board meeting is May 18, 2016, 5:00pm, Dennis M. Coble Administration Building

At 5:37pm, the Board entered Executive Session in the Board Room with possible action to be taken following Executive Session.

Motion by T. Moran
Second by T. Cochran

For the following identified reason:

- (x) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual;

- indicate reason: compensation of a public employee
- () To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;
 - () Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or intimate court action;
 - (x) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
 - () Matters required to be kept confidential by federal law or rules or state statutes.
 - () Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public boy of public office.

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

NOT VOTING	PRESENT		BOARD MEMBER
	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 8:15pm

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

Motion to return to open session 8:15pm

Motion by J. Schmidlin

Second by T. Moran

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 8:17pm

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

I N F O R M A T I O N

Tuesdays, April, 19, 26, 2016	Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
Monday, April 11, 2016	Parent Council Meeting, Portage Industries, 6:30pm
Saturday, April 16, 2016	Parent Council <i>Carnival</i> , Happy Day School, 1:00-4:00pm
Friday, April 22, 2016	<i>Under the Sea Dance</i> , Happy Day School, 7:00-9:00pm
Monday, May 9, 2016	Parent Council Meeting, Portage Industries, 6:30pm
Tuesday, May 10, 2016	May Dinner, sponsored by Parent Council, Happy Day School, 6:00pm
Tuesdays, May, 3, 10, 17, 24, 31, 2016	Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
Friday, May 13, 2016	Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
Thursday, May 26, 2016	Annual School Picnic-Early Intervention, Preschool, School-Age
Monday, May 30, 2016	Memorial Day —Programs Closed
Thursday, June 2, 2016	Last Day of School for All Students
Friday, June 3, 2016	Last Day for 184-Day Staff
Thursday, June 9, 2016	Rotary Camp staff here for training
Friday, June 10, 2016	Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
Friday, June 10, 2016	Rotary Camp Open House, 1:00-2:30pm
Monday June 13, 2016	Start Date for Rotary Camp Program

Respectfully Submitted,


Beverly Puleo, Assistant to the Superintendent


Cheri Michael, President


Kelly Butler, Secretary