

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

DECEMBER 16, 2015

Regular Meeting

5:00PM

Dennis M. Coble Administration Building

MINUTES

President Timothy Moran called the regular meeting to order at 5:05pm.

Board Members present by Roll Call:

Thomas Cochran, Cheri Michael, Timothy Moran, Jeanne Schmidlin

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

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

Excused: K. Smith, J. Weaver

Guests present: Annette Dowling, Parent Council for Portage DD, , Phil Miller, CEO, and Sandy Allen, Portage Industries, Inc., Michelle Schauer, . Pam Danner, Sandy Craft, Ashleigh Lawrence, John Epling representing Residential Resources for the Developmentally Challenged

Staff: L. Cope, G. Slapnicker,

Motioned to approve excused Board Members: Kelly Butler, Ralph Kletzien

Motion by J. Schmidlin

Second by T. Cochran

Motion carried by voice vote.

Mr. Gargan is noted as absent.

Superintendent Nagi presented the 2016 Earl and Mary Lohr Community Service award to *Residential Resources for the Developmentally Challenged* organization.

Adopted a motion to approve minutes from November 18, 2015 Regular Meeting on, as sent electronically with noted correction.

Motion by J. Schmidlin

Second by C. Michael

Motion carried by voice vote.

Adopted a motion to approve the December 16, 2015 Agenda as presented at the table.

Motion by C. Michael
Second by J. Schmidlin
Motion carried by voice vote

Public Comment: Michelle Schauer, parent of a Happy Day School student, thanked the Board for their service; spoke regarding changes in HDS pre-school and school age programs.

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. 2016 Contract with Family and Community Services, Inc. for Transportation Services for the Term January 1, 2016 through December 31, 2016 in an amount not to exceed Forty Thousand Dollars (\$40,000.00) reflecting a decrease of 11% from 2015 contract
2. 2016 Contract with Envisage Group, Inc. for the Provision of Network/Server/Security/Management Services to Portage County Board of Developmental Disabilities' Technology Users for the period of January 1, 2016 through December 31, 2016 in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000.00) no increase from 2015 contract
3. 2016 Contract with Envisage Group Inc. for the Provision of Desktop Support Services to Portage County Board of Developmental Disabilities' Technology Users for the period of January 1, 2016 through December 31, 2016 in an amount not to exceed Twenty-Three Thousand Forty Dollars (\$23,040.00) with an overall decrease of 6% due to reduction in service hours
4. Approval to Renew Contract with Coleman Professional Services for the Provision of Adult Day Services for Individuals who are not Waiver Enrolled in an amount not to exceed Twenty-Two Thousand, Three Hundred Dollars (\$22,300.00) for the period January 1, 2016 through December 31, 2016 no increase from 2015 contract

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

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

Motioned to accept the November 30, 2015 Financial Report.

Motion by T. Cochran
Second by J. Schmidlin
Motion carried by voice vote.

Motioned to approve Resolution 15-12-01 for Approval of Direct Services Contracts with the Following Individuals as Recommended by the Ethics Council per Approved Ethics Council Resolution EC15-12-01 with No Conflict of Interest for: Sarah Schoenfield for Individual #204449; Amberg Kirkwood for Individual #204300; Nicole Starcher for #202863; Roger and Bethany White for #203328; Regina Robinson for Individual #204424; Theresa Boggs for Individual #204469; Yvette Luttrell for Individual #200733; Crystal McNeilly for Individual #204495; Alexander Stoycos for Individual #203854; Erin Tillson for Individual #202941

RESOLUTION 15-12-01

APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC15-12-01 WITH NO CONFLICT OF INTEREST FOR:

Sarah Schoenfield for Individual #204449
Amberg Kirkwood for Individual #204300
Nicole Starcher for #202863
Roger and Bethany White for #203328
Regina Robinson for Individual #204424
Theresa Boggs for Individual #204469
Yvette Luttrell for Individual #200733
Crystal McNeilly for Individual #204495
Alexander Stoycos for Individual #203854
Erin Tillson for Individual #202941

WHEREAS, the Ethics Council has determined that direct services contracts with the aforementioned named individuals as a parent, guardian or family member meet the requirements of Ohio Revised Code section 5126.033; and

WHEREAS, the Ethics Council recommends to the Portage County Board of Developmental Disabilities direct services contract with the aforementioned name individuals; and

WHEREAS, Ohio Revised Code Section 5126.032 requires that the Portage County Board of Developmental Disabilities shall not enter into any direct services contract that is not recommended by the Ethics Council; now, therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and approves direct services contracts with the aforementioned named individuals; and be it further

RESOLVED, that the Superintendent or his designee is hereby authorized to take any and all action to carry out these direct services contracts.

Submitted by: Omar A. Nagi, Superintendent

The aforesaid resolution was moved 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,	excused	Thomas Cochran,	aye
John Gargan,	absent	Ralph Kletzien,	excused
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		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 **December 16, 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 15-12-02 for Approval to enter into a One-year Contract with the Portage Area Regional Transportation Authority (PARTA) for the provision of daily specialized transportation services to adults with an effective contractual span of January 1, 2016 through December 31, 2016 for an amount not to exceed two hundred ninety thousand dollars (\$290,000.00)

RESOLUTION 15-12-02

APPROVAL TO ENTER INTO A ONE-YEAR CONTRACT WITH THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) FOR THE PROVISION OF DAILY SPECIALIZED TRANSPORTATION SERVICES TO ADULTS WITH AN EFFECTIVE CONTRACTUAL SPAN OF JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 FOR AN AMOUNT NOT TO EXCEED TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) through its Annual Action Plan is responsible for either providing directly itself or making arrangements with outside vendors for the provision of

daily specialized transportation services to approximately two hundred (200) adults; and

WHEREAS, the Board does not have the capacity to meet this need for daily specialized transportation services to adults with its own transportation fleet nor is it cost effective to expand its transportation fleet; and

WHEREAS, the Board has been utilizing specialized transportation services provided by the Portage Area Regional Transportation Authority (hereinafter referred to as PARTA) for over twenty years to help it meet its daily specialized transportation needs for adults; and

WHEREAS, the daily specialized transportation services provided by PARTA have been and continue to be safe, reliable, dependable, and cost-effective; and

WHEREAS, PARTA is willing and able to continue to provide daily specialized transportation services to adults and enter into a contract with the Board; and

WHEREAS, the Superintendent, Director of Business Management, and Supervisor of Transportation Services herein recommend continuation of this contractual agreement with PARTA now, therefore, be it

RESOLVED, that the Board hereby approves and authorizes the Superintendent to enter into a one-year contract with PARTA for the provision of daily specialized transportation services to adults with an effective contractual span of January 1, 2016 through December 31, 2016 for an amount not to exceed two hundred ninety thousand dollars (\$290,000.00); and be it further

RESOLVED, that the per trip rate in the contract, will be twelve dollars and fifteen cents (\$12.15); 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 contract.

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

The resolution was moved by **Thomas Cochran** 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,	excused	Thomas Cochran,	aye
John Gargan,	absent	Ralph Kletzien,	excused

Cheri Michael, aye

Jeanne Schmidlin, aye

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 **December 16, 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 15-12-03 for Approval to enter into a Contract with Hiram Farm Living and Learning Community for the Provision of Daily Adult Day Supports and Vocational Habilitation Services to Two Adults in an amount not to exceed Seventy-Four Thousand, One Hundred Forty Dollars and Eighty Cents (\$74,140.80) for up to 240 Days of Service Per Individual Per Calendar Year for the Period of January 1, 2016 through December 31, 2016

RESOLUTION 15-12-03

APPROVAL TO ENTER INTO A CONTRACT WITH HIRAM FARM LIVING AND LEARNING COMMUNITY FOR THE PROVISION OF DAILY ADULT DAY SUPPORTS AND VOCATIONAL HABILITATION SERVICES TO TWO ADULTS IN AN AMOUNT NOT TO EXCEED SEVENTY-FOUR THOUSAND, ONE HUNDRED FORTY DOLLARS AND EIGHTY CENTS (\$74,140.80) FOR UP TO 240 DAYS OF SERVICE PER INDIVIDUAL PER CALENDAR YEAR FOR THE PERIOD OF JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

WHEREAS, Hiram Farm Living and Learning Community, 11571 State Route 700, Hiram, Ohio 44234 (hereinafter referred to as the Hiram Farm) is currently serving in its day program two individuals who exhibit significant behavioral deficits consisting of aggression and property destruction that may cause significant self-injury and who require one-to-one staffing support; and

WHEREAS, if Hiram Farm was to terminate its day program services to these two individuals, these individuals may seek day program services at Portage Industries and given the needs of these two individuals, both would require one-on-one staff support as they had both been previously so served at Portage Industries; and

WHEREAS, Hiram Farm is desirous of continuing to serve these two individuals and entering into a contract with the Board at an agreed upon per diem rate of reimbursement, now therefore be it

RESOLVED, the Board hereby approves and authorizes the Superintendent to enter into a contract with Hiram Farm for the provision of day program services to two individuals with significant behavioral needs in an amount not to exceed seventy-four thousand, one hundred forty dollars and eighty cents (\$74,140.80) for the delivery of services for the two individuals for the period of January 1, 2016 through December 31, 2016, an amount which reflects no daily rate increase over the current contract; 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, & George Paroz, Director of Adult Services

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

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

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

Kelly Butler,	excused	Thomas Cochran,	aye
John Gargan,	absent	Ralph Kletzien,	excused
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		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 **December 16, 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 15-12-04 to Approve the 2016 Annual Plan with noted changed as presented by Superintendent Nagi.

RESOLUTION 15-12-04

REQUEST FOR APPROVAL 2016 ANNUAL PLAN

WHEREAS, Ohio Revised Code (ORC) 5123:2-1-02 *Administration and operation of county*

boards of developmental disabilities requires a county board to develop and adopt an annual plan that meets the requirements of sections 5126.04 and 5126.054; and

WHEREAS, the annual plan address the strategy for:

- A. Promoting self-advocacy by individuals served by the Board;
- B. Ensuring that individuals receive services in the most integrated setting appropriate to their needs;
- C. Reducing the number of individuals on the Board’s Waiting List;
- D. Increasing the number of individuals of working age engaged in community employment;
- E. Taking measures to recruit sufficient providers of services to meet the needs of individuals receiving services in the county;
- F. Meeting with each newly certified independent provider within sixty days of the provider being selected to provide services to an individual for purposes of confirming the provider understanding the individual service plan and the provider’s responsibilities and ensuring the provider has contact information for the Board; and

WHEREAS, a Public Forum was held November 18, 2015 to review the 2016 Draft Annual Plan presented by Superintendent, Omar Nagi; and

WHEREAS, public comment/input was accepted until December 11, 2015; and

Resolved, public comment was received by the deadline noted. Any additions/deletions/rewording were reviewed and taken in consideration in the plan as presented to the Board December 16, 2015 for approval; and be it further

Resolved, the Board approves the Annual Plan as submitted at its regular board meeting held December 16, 2015; and be it further

Resolved, the approved Annual Plan will be available on the Board’s website and will be furnished upon request via copy or e-mail; and be it further

Resolved, an annual update will be made available February 2017; and be if 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

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

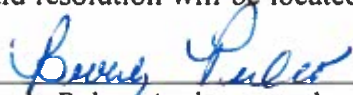
Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	excused	Thomas Cochran,	aye
John Gargan,	absent	Ralph Kletzien,	excused
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		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 **December 16, 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 15-12-05 for Approval of an Amendment to Contract #20150181 with the Portage Area Regional Transit Authority (PARTA) for Transportation Services

RESOLUTION 15-12-05

APPROVAL OF AN AMENDMENT TO CONTRACT #20150181 WITH THE PORTAGE AREA REGIONAL TRANSIT AUTHORITY (PARTA) FOR TRANSPORTATION SERVICES

WHEREAS, the current agreement with PARTA (#20150181) provides for adult transportation services through December 31, 2015; and

WHEREAS, it is the desire of the Board to amend contract 20150181 with PARTA in order to continue to provide transportation services in 2016 in the event that a new Agreement is not in place at the beginning of 2016; and

WHEREAS, both the Board and PARTA are desirous of entering into this amended contractual relationship; now therefore be it

RESOLVED, the Board authorizes an amendment to the contract with PARTA to extend the terms of the original agreement, which were approved for the period April 1, 2014 through December 31, 2015 to continue until a new agreement is signed and executed by both entities, at which time, the new agreement will supersede this

extension and any other prior agreements between the entities; and therefore be it

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 Nagi, Superintendent; Diane Cotton, Director of Business Management; and Jennifer Weaver, Transportation Supervisor

The resolution was moved by **Jeanne Schmidlin** and seconded by **Thomas Cochran**

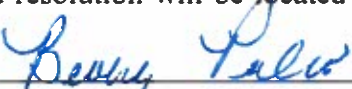
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	excused	Thomas Cochran,	aye
John Gargan,	absent	Ralph Kletzien,	excused
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		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 **December 16, 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 15-12-06 for Approval of an Agreement with Portage Industries, Inc. for the period January 1, 2016 through December 31, 2016 in an Amount not to exceed Four Hundred Forty-Eight Thousand, Two Hundred Fifty Dollars (\$448,250.00)

RESOLUTION 15-12-06

APPROVAL OF AN AGREEMENT WITH PORTAGE INDUSTRIES, INC. FOR THE PERIOD JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED FORTY-EIGHT THOUSAND, TWO HUNDRED FIFTY DOLLARS (\$448,250.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) currently has a contract with Portage Industries, Inc. (hereinafter Vendor) which

expires on December 31, 2015; and

WHEREAS, both the Board and the Vendor are desirous of continuing a contractual relationship for the provision of work procurement, production management including inventory control and oversight of production operations, consumer payroll processing, adult day supports/vocational habilitation, and supported employment-community services provided by the Vendor and paid for by the Board; now, therefore be it

RESOLVED, that the Board hereby approves and authorizes the Superintendent to enter into a contract with the Vendor to pay for the provision of work procurement, production management including inventory control and oversight of operations, consumer payroll processing, adult day supports/vocational habilitation, and supported employment-community services for a contractual period of January 1, 2016 through December 31, 2016 in an amount not to exceed four hundred forty-eight thousand, two hundred fifty dollars and no cents (\$448,250.00) with no increase over the 2015 contract rates; 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 contract.

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

The resolution was moved by **Jeanne Schmidlin** and seconded by **Thomas Cochran**

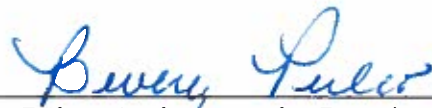
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	excused	Thomas Cochran,	aye
John Gargan,	absent	Ralph Kletzien,	excused
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		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 **December 16, 2015**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Approve Proclamation for the Knights of Columbus to recognize the thirty-nine (39) years of sponsoring the Annual Basketball Shootout

PROCLAMATION OF APPRECIATION

WHEREAS, for thirty-nine years, member councils of the Portage County Chapter Knights of Columbus have dedicated time, energy, and commitment in providing individuals the opportunity to socialize with the community, and

WHEREAS, this event provides for individual achievement and recognition, and

WHEREAS, the following councils have given of themselves to provide the opportunity for individuals to participate in the Annual Special Population Free Throw Contest, and

WHEREAS, the Portage County Board of Developmental Disabilities extends sincere gratitude and thank you to:

- Aurora Council #14186
- Garrettsville St. Ambrose Council #11801
- Kent Council #1411
- Mantua Council #3766
- Newman Center #15312
- Randolph St. Joseph Council #2039
- Ravenna Council #1417
- Rootstown St. Peter's Council #5173
- Streetsboro Council #4571
- Windham St. Andrew's Council #4431

THEREFORE BE IT RESOLVED, the Portage County Board of Developmental Disabilities appreciates, commends, and recognizes each of the named Councils, thanking each council for the opportunity to participate in the Annual Special Population Free Throw Contest.

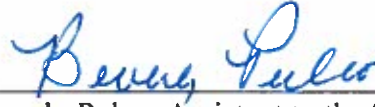
Kelly Butler,
John Gargan, Jr
Cheri Michael,

Thomas Cochran
Ralph Kletzien
Jeanne Schmidlin

Timothy Moran

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 December 18, 2015, and an accurate copy of said proclamation may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Reviewed November 2015 Management Reports—Technology and Transportation

Reviewed November 2015 Personnel Report.

Recap of Personnel Actions for November 2015:

- As of November 2015, there were 204 employees including 31 intermittent positions with three (2) 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:

Vehicle Attendant, 240 days, 4 hrs/day (Transportation)

Job Postings/Vacancies

Account Clerk II, 184 days, 8 hrs/day (Children's Services), vacant August 1, 2015, posted August 7-August 19, 2015, filled November 2, 2015

Habilitation Manager, 260-262 days, 8 hrs/day (Adult Services), posted October 1-16, 2015, vacant February 6, 2015

Special Education Services Developer, 242 days/year, 8 hrs/day (Children's Services), posted October 1-16, 2015, New

Vehicle Attendant, 240 days, 4 hrs/day (Transportation), vacant November 16, 2015, posted November 23-December 4, 2015, Vacant

Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation), vacant December 31, 2015, posted November 23-December 4, 2015, Vacant

Supplemental Positions:

Assistant Track & Field Coach (April-June), *deadline extended*, vacant September 1, 2015, deadline extended, May 28-July 17, 2015, filled November 12, 2015

Basketball Coach (November-March), vacant October 12, 2015, posted October 23-November 6, 2015, Vacant

Power Lifting/Weight Lifting Coach (September-May), vacant October 31, 2015, posted October 23-November 6, 2015, filled November 12, 2015

New Hires:

Micheline Core-Miller Account Clerk II, 184 days, 8 hrs/day (Children's Services), filled November 2, 2015

Promotions/Transfers**Reclassifications****Additional Assignments:****Supplemental Agreements:**

Kathryn Christy Assistant Track & Field Coach (April - June), effective November 12, 2015

James Gaurrich Power Lifting/Weight Lifting Coach (September - May), effective November 12, 2015

Separations:

Sandra Carter Substitute Registered Service Assistant (Adult Services), effective November 24, 2015

Randall Felton Substitute Registered Service Assistant (Adult Services), effective November 21, 2015

Crystal McCoy Substitute LPN (Children's Services), effective November 11, 2015

Sonja Witchey Substitute Registered Service Assistant (Adult Services), effective November 18, 2015

Retirements:

Reviewed November 2015 Enrollment Report with enrollment of 951 consumers for the month of November representing an increase of sixteen (16) and a decrease of thirty (30) consumers from October 2015.

The Superintendent reported on the following:

- General Health Care, in Aurora, made a generous donation of cash, toys, and coats, jackets, gloves and hats to the students at Happy Day School;
- The Habilitation Manager interviews are completed and reviewing for selection of the an applicant
- Special Educations Services Coordinator; reposting of position has several applications for review
- The *Public Forums* held were well attended with several good questions from the audience;
- The resolution of overtime issues of Providers is effective January 1, 2016

The President announced the Organization and next regular Board meeting is January 20, 2016, 5:00pm, Dennis M. Coble Administration Building

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 6:03pm.

Motion by R. Kletzien

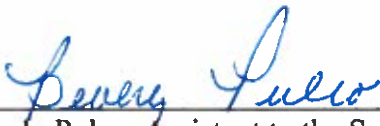
Second by K. Butler

Motion carried by voice vote.

I N F O R M A T I O N

Tuesday, December 15, 2015 Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
Friday, December 18, 2015 Winter Graduation, Happy Day School, 1:15pm
Friday, December 18, 2015 Adult Services, Holiday Party, Portage Industries. 10:30am
December 21, 2015-January 3, 2016 Winter Break, All Programs Closed
Monday, January 4, 2016 All Programs Resume

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Timothy Moran, President



Ralph Kletzien, Secretary