

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

/

February 17, 2016

Regular Meeting

Dennis M. Coble Administration Building

MINUTES

President Cheri Michael called the regular meeting to order at 5:04pm.

Board Members present by Roll Call:

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

Excused: ,

Guests present: *Ron Habowski, ESQ. Labor Consultant, Mike Sever, Record Courier, Christina Matthews and Paxton, Chrissy Motz, Fran Motz, Tatyna Havel, ARC Summit/Portage Counties, Annette Dowling Parent Council, Nancy Schauer, Adrian Ryan Waterloo Special Education Director, Mike Kerrigan, Candidate Portage County Commissioner, Joe Bica, President Ravenna City Council, Amber Denny and Bobby Younkin/Denise nurse, Sabrina Summit ESC, Marie Alman, Jim Chandler, Matt Tipton, Kelly, Cindy Oblisek, Jim Stiles, Matt, and Alexander Miller—Phi Sigma Kappa Fraternity, local school district Superintendents, Mike Daulbaugh, Streetsboro, Greg Isler, Windham Andrew Hawkins Rootstown, George Joseph Kent, Bob Dunn, Southeast, Ted Lysiak, Garfield, Dennis Honkala Ravenna, Randy Griffith, Maplewood, Dave Toth, Crestwood, Shawn Braman, Waterloo*
Staff: K. Anderson, D. Clark, D. Harrod, K Hough, J. Snyder, L. Wheaton

Presentation by Phi Sigma Kappa—Knockin' Pins with Olympians event, Sunday February 28, 2016; fifth year of the event; requested to have 31 Olympians to bowl with the teams

George Paroz, Director of Adult Services, introduced promoted staff, John Snyder, to the position of Habilitation Manager from Service and Support Administrator position, effective February 1, 2016

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

Motion by J. Gargan

Second by J. Schmidlin

Motion carried by voice vote.

Adopted a motion to approve the Agenda as presented at the table.

Motion by R. Kletzien

Second by T. Cochran

Motion carried by voice vote

Public Comment:

Scheduled to speak, Christina Matthews, requested not to speak at this time

President Michael informed the Board of the decision from the meeting held with Superintendent Hawkins, Rootstown Local School District, Superintendent Honkala, Ravenna School District, Superintendent Nagi, Ralph Kletzien, Board Member. A request to the Board to rescind Resolution 16-02-06 not to rent space to the Cuyahoga County ESC for preschool services at the March 2016 regular Board meeting. A Task Force will be developed to assist in the transition of pre-school to local school districts.

Dennis Honkala, Superintendent Ravenna School District, spoke to the decision of the Task Force.

Chrissy Motz, Olympian, spoke to the Board regarding the Polar Plunge she is participating in for the seventh time being held February 27; she passed out literature explaining the event and how to make a donation. She also passed the 'can' for donations of those attending the meeting.

Mrs. Motz, Chrissy's Mom, gave a brief history of Chrissy's life progress resulting from her attending Board's 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. Global Promotions & Incentives, LLC for the term February 1, 2016 through December 31, 2018 not to exceed \$3,500 for 2016; \$3,500 for 2017; and \$3,500 for 2018 for Staff Recognition items; Lynn Leslie explained the Recognition Program to the Board Members to recognize years of service for five, ten, fifteen, twenty, twenty-five, thirty, thirty plus years and retirement.

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

Motion by R. Kletzien

Second by J. Schmidlin

Motion carried by voice vote.

Motioned to Accept *CORRECTION* to the December 31, 2015 Financial Reports to reflect interest paid to the gift/donation line item by the county after year-end reports were prepared and presented at the January 2016 regular Board meeting.

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

Motioned to accept the January 31, 2016 Financial Report.

Motion by T. Moran
Second by K. Butler
Motion carried by voice vote.

Motioned to approve Resolution 16-02-01 for Acceptance of Gifts, Memorials, Grants, and Donations for the Month of January 2016 in the amount of \$596.98

RESOLUTION 16-02-01

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

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

To:	From:	
Happy Day School	Box Tops for Education	185.00
	Kralik, John & Nancy	300.00
	Lee, Steven & Sheila	34.99
	Pudloski, Dale & Judith	40.00
	Smith, Robert & Edwards, Dava	36.99
Total		596.98

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,	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 **February 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

Motioned to approve Resolution 16-02-02 for Approval to Enter into A Contract with the Akron Area YMCA/Rotary Camp, 501(C) not for-profit corporation, 4460 Rex Lake Drive, Akron, Oh 44319 for the Operation of a Summer Recreation Camp at Happy Day School for the period June 8, 2016 through July 29, 2016 in an Amount not to exceed One Hundred Thirty-Two Thousand, Two Hundred Forty Dollars (\$132,240.00)

RESOLUTION 16-02-02

APPROVAL TO ENTER INTO A CONTRACT WITH THE AKRON AREA YMCA/ROTARY CAMP, 501(C) NOT FOR-PROFIT CORPORATION, 4460 REX LAKE DRIVE, AKRON, OH 44319 FOR THE OPERATION OF A SUMMER RECREATION CAMP AT HAPPY DAY SCHOOL FOR THE PERIOD JUNE 8, 2016 THROUGH JULY 29, 2016 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY-TWO THOUSAND, TWO HUNDRED FORTY DOLLARS (\$132,240.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) is desirous of providing the opportunity for a summer recreation day camp for children eligible for Board services, during the months of June and July 2016 at Happy Day School; and

WHEREAS, monies have been budgeted in Fund 1340 of the 2016 Appropriations Budget for the provision of the 2016 Summer Recreation Day Camp Program; and

WHEREAS, the Akron Area YMCA/Rotary Camp, a 501(c)(3) not-for-profit corporation, 4460 Rex Lake Drive, Akron, OH 44319 (hereinafter Provider), has operated a very successful day camp program for the Board since 2009, and is desirous of again entering into an agreement with the Board for the operation of a summer recreation program at Happy Day School; now therefore be it

RESOLVED, that the Board hereby approves and authorizes the Superintendent to enter into a contract with the Provider for the operation of a summer recreation camp at Happy Day School for the period of June 8, 2016 through July 29, 2016 serving up to seventy-six (76) Board-eligible children at two hundred ninety dollars (\$290.00) per week in an amount not to exceed one hundred thirty-two thousand, two hundred forty dollars (\$132,240.00); 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; 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,	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 **February 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

Motioned to approve Resolution 16-02-03 for Approval of Contract with the Ohio Department of Developmental Disabilities and Summit Housing Development Corporation for an Amount of One Hundred Twelve Thousand, Five Hundred Dollars (\$112,500.00) for the Purchase of

Property and Fifty-One Thousand, Two Hundred Five Dollars (\$51,205.00) for the Renovations of the Property

RESOLUTION 16-02-03

APPROVAL OF CONTRACT WITH THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES AND SUMMIT HOUSING DEVELOPMENT CORPORATION FOR AN AMOUNT OF ONE HUNDRED TWELVE THOUSAND, FIVE HUNDRED DOLLARS (\$112,500.00) FOR THE PURCHASE OF PROPERTY AND FIFTY-ONE THOUSAND, TWO HUNDRED FIVE DOLLARS (\$51,205.00) FOR THE RENOVATIONS OF THE PROPERTY

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) entered into a project agreement for community housing with the Ohio Department of Developmental Disabilities (hereinafter DODD) pursuant to Ohio Revised Code section 154.20 for a grant in the amount of one hundred twelve thousand, five hundred dollars (\$112,500.00); and

WHEREAS, the grant funds were awarded to the Board by DODD; and

WHEREAS, the grant funds are to be applied to a purchase of real property in Portage County in compliance with Ohio Administrative Code 5123:1-1-03; now therefore be it

RESOLVED, the Board hereby approves entry into a Housing Services Agreement with Summit Housing Development Corporation effective November 11, 2015, and be it also

RESOLVED, the Board authorizes the payment of funds to Summit Housing Development Corporation in the amount of one hundred twelve thousand, five hundred dollars (\$112,500.00) to be applied toward the purchase of the real property located at 521 DePeyster Street, Kent, Ohio 44240; and be it also

RESOLVED, the Board authorizes the payment of any renovation funds granted to the Board from DODD in the approximate amount of fifty-one thousand, two hundred five dollars (\$51,205.00) to be distributed to Summit Housing Development Corporation for renovations at the real property located at 521 DePeyster Street, Kent, Ohio 44240; and be it therefore

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

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
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 **February 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

Motioned to approve Resolution 16-02-04 for the Request to Modify the Fiscal Year 2016 Appropriation Budget as Approved by the Portage County Board of Developmental Disabilities per Resolution 16-01-05 on January 20, 2016 reference Resolution 16-01-03 in the amount of \$163,705.00

RESOLUTION 16-02-04

REQUEST TO MODIFY THE FISCAL YEAR 2016 APPROPRIATION BUDGET AS APPROVED BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PER RESOLUTION 16-01-05 ON JANUARY 20, 2016

WHEREAS, in accordance with Ohio Revised Code (hereinafter ORC) §5126.05(A)(5), the Portage County Board of Developmental Disabilities hereinafter Board) shall adopt a budget, authorize expenditures for the purposes specified in chapter 5126, and do so in accordance with §319.16 of the ORC; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the modification of the fiscal year 2016 appropriation budget due to revised expenditure projections; now, therefore, be it

RESOLVED, that the Board does hereby approve and authorize a modification to the Fiscal Year 2016 Appropriation Budget by an increase in the amount of one hundred sixty-three thousand, seven hundred five dollars (\$163,705), with the modified amounts shown in the table below for a total Fiscal Year 2016 Appropriation Budget amount of twenty-four million, sixty-five thousand, twenty-five dollars (\$24,065,025); and be it further

Account Number	Description	Budget	Modification	Modified Amount
Fund 1340	<i>DD Operating Fund</i>	\$23,646,600	\$163,705	\$23,810,305
Fund 1343	<i>IDEA Part B Grant</i>	\$54,720	\$0	\$54,720
Fund 4100	<i>Capital Fund</i>	\$150,000	\$0	\$150,000
Fund 8104	<i>Gift/Donation Fund</i>	50,000	\$0	50,000
	TOTAL ALL FUNDS	\$23,901,320.00	\$163,705.00	\$24,065,025.00

RESOLVED, that the Board herein requests that the Portage County Budget Commission so modify the county funds as detailed in this table; and be it further

RESOLVED, that in accordance with ORC § 319.16 and 5126.0220, the Board hereby authorizes the Superintendent to direct the Portage County Auditor to encumber funds and pay Board obligations in accordance with the Board’s approved Appropriation Budget as detailed in this resolution; and be it further

RESOLVED, that the Board hereby gives the Superintendent the authority to modify appropriation line items within any of the modified fund accounts listed in the Table above during fiscal year 2016 as revenues and needs change.

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

The resolution was moved by **Jeanne Schmidlin** and seconded by **Ralph Kletzien**

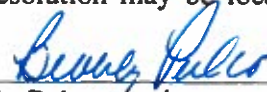
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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
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 **February 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

Motioned to amend Policy 2.01; *Powers, Duties, and Responsibilities of the Superintendent*:

Section 6 (authorization of expenditures not to exceed \$5,000.00): (1) change title *Director of Children's Services* to *Director of Education and Child Development* and add title of *HIPAA and Information Technology Manager*, (2) Section 6 add to payments to DODD regarding nonfederal share of Medicaid TCM and HCBS waiver match—and any DODD fees for Medicaid services

Motion by J. Gargan

Second by T. Cochran

Motion carried by voice vote.

Reviewed January 2016 Management Reports—Investigative Agents, Technology (at table), and Transportation

Reviewed January 2016 Personnel Report.

Recap of Personnel Actions for January 2016:

- As of January 31, 2016, there were 193 employees including twenty-five (25) intermittent positions with three (3) 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

Habilitation Manager, 260-262 days, 8 hrs/day (Adult Services), posted October 1-16, 2015, vacant February 6, 2015, filled effective February 1, 2016

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, 2016

Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), vacant February 1, 2016/1/16, posted January 25-February 5, 2016, Vacant

Supplemental Positions:

Bowling Assistant (Feb. 13, 2016), vacant January 21, 2016, posted January 21-29, 2016, Filled February 9, 2016

New Hires:

Promotions/Transfers

Ozzie Reichenbach Substitute Vehicle Attendant to Vehicle Attendant, 240 days, 4 hrs/day (Transportation), effective January 4, 2016

Regina Stuart Vehicle Attendant, 240 days, 4 hrs/day to Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation), effective January 4, 2016

Reclassifications

James Gaurrich Substitute Vehicle (Transportation) to Substitute Registered Service, Assistant (Adult Services), effective January 4, 2016

Additional Assignments:**Supplemental Agreements:**

Connie Tarver Bowling Assistant (Feb. 13, 2016), effective February 9, 2016

Patricia Wade Bowling Assistant (Feb. 13, 2016), effective February 9, 2016

Separations:

Tracy Desatnik Substitute Registered Service Assistant (Adult Services), effective January 21, 2016

Autumn Wright Substitute Registered Service Assistant (Adult Services), January 25, 2016

Retirements:

Reviewed January 2016 Enrollment Report with enrollment of 935 beneficiaries for the month of January representing an increase of fifteen (15) and a decrease of eighteen (18) beneficiaries from December 2015.

The Superintendent reported on the following:

- Two YDC residents now in their new home with New Leaf as provider
- The court has awarded three beneficiaries from the Seneca County lawsuit filed with the Department of Labor back wages (\$4,000) and ordered to be paid \$8.10 per hour.
- Independent providers Overtime Issues: provision to extend overtime only in emergency situations effective July 1, 2017; concerns of overtime cost to shift to county boards; a Focus Group will be established to resolve the issue; a definition of emergency statute to be determined
- Director Martin has indicated that 900 beneficiaries on waivers statewide have not used services in a year; Portage County is managing waivers well; if not using must have documentation for not using.

The President announced the Organization and next regular Board meeting is March 16, 2016, 5:00pm, Dennis M. Coble Administration Building

At 6:17pm, the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by J. Schmidlin

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: Superintendent Evaluation

- () 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 8:41pm

Motion by J. Schmidlin

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, Jeanne Schmidlin, aye, Cheri Michael

Motion to return to open session 8:42pm

Motion by R. Kletzien

Second by T. Cochran

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 8:43pm

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

I N F O R M A T I O N

- Saturday, February 13, 2016** Area 10 Bowling Invitational, Bill White’s Twin Star Lanes, Registration-10:00am/Bowling starts at 11:30am
- Monday, February 15, 2016** Children’s Services, In-service, no school for all students
- Tuesdays, February 9, 16, 23, 2016** Board Eligible Family Swim, Happy Day School
- Saturday, February 27, 2016** Polar Plunge, Geneva State Park, Geneva OH., ‘Portage Grin and Bear It’ Team; to benefit Special Olympics’ to donate—
Contact Chris Motz
- Sunday, February 28, 2016** Phi Sigma Kappa—Knockin’ Pins with Olympians event
- Tuesdays, March 1, 8, 15, 29, 2016** Board Eligible Family Swim, Happy Day School
- Friday, March 11, 2016** Genetics Outreach Clinic
- Monday, March 14, 2016** Parent Council Meeting, Portage Industries, 6:00pm
- Monday-Monday, March 21-28, 2016** Spring Break, Children’s Services Program
- Friday-Monday, March 25-28, 2016** Spring Break, Adult Services Program

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Cheri Michael, President



Kelly Butler, Secretary