

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

January 20, 2016
Regular Meeting
Followed Organization Meeting
Dennis M. Coble Administration Building

MINUTES

President Cheri Michael called the regular meeting to order at 5:08pm.

Board Members present by Roll Call:

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

Excused: , K. Sumwalt, J. Weaver

Guests present: Ron Habowski, ESQ. Labor Consultant

Staff: L. Buchanan, M. Beichler, L. Cope, D. Harrod, J. Payne, L. Johnson, N. Nadasky, L. Wheaton

Adopted a motion to approve minutes from December_16, 2015 Regular Meeting on, as sent electronically.

Motion by J. Schmidlin

Second by T. Cochran

Motion carried by voice vote.

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

Motion by T. Moran

Second by J. Gargan

Motion carried by voice vote

Public Comment: None

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. Agreement with Hattie Larlham Center for Children with Disabilities for Day Program Services Provided to Adults from The Hattie Larlham Center for Children attending Portage Industries for the term January 1, 2016 through December 31, 2016 for payment in the amount of \$13,422 per each full-time individual; currently serving four (4) full-time equivalent individuals

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

Motion by J. Gargan
 Second by K. Butler
 Motion carried by voice vote.

Motioned to accept the December 31, 2015 Financial Report.

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

Motioned to approve Resolution 16-01-01 to accept of Gifts, Memorials, Grants, and Donations for the Month of December 2015 in the amount of \$175.58

RESOLUTION 16-01-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF DECEMBER 2015

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

To:	From:	
Happy Day School	Michelle Sahr/Bloom in Kent Ladies	175.58
Total		175.58

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 **Thomas Cochran** 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 **January 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

Motioned to approve Resolution 16-01-02 for participation in the Ohio Department of Transportation Cooperative Purchasing Program

RESOLUTION 16-01-02

**PARTICIPATION IN THE OHIO DEPARTMENT OF TRANSPORTATION
COOPERATIVE PURCHASING PROGRAM**

WHEREAS, Section 5513.01(B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation (hereinafter referred to as the "Department") for the purchase of machinery, material, supplies or other articles; and

THEREFORE, be it ordained by the Portage County Board of Developmental Disabilities (hereinafter referred to as the "Board"):

SECTION 1

The Board Superintendent hereby requests authority in the name of the Board, to participate in the Department's contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01 (B).

SECTION 2

That the Board Superintendent is hereby authorized to agree in the name of the Board to be bound by all terms and conditions as the Director of Transportation prescribes.

SECTION 3

The Board Superintendent is hereby authorized to agree in the name of the Board to directly pay vendors, under each such contract of the Department in which the Board participates for items it receives pursuant to the contract.

SECTION 4

That the Board agrees to hold the Director of Transportation and the Department harmless for any claim or dispute arising out of participation in a contract pursuant to Ohio Revised Code Section 5513.01 (B).

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

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

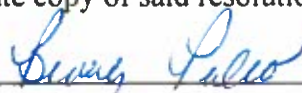
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance will all legal requirements including Section 121.22 of the Ohio Revised Code.

The foregoing motion having been put to a roll call vote, the results 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 **January 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

Motioned to approve Resolution 16-01-03 for Membership in the Community, University, & Education (CUE) Cooperative Purchasing Association

RESOLUTION 16-01-03

**MEMBERSHIP IN THE COMMUNITY, UNIVERSITY, & EDUCATION (CUE)
COOPERATIVE PURCHASING ASSOCIATION**

WHEREAS, the Board desires to continue the annual membership in the Community, University, & Education Purchasing Association (CUE) for the purpose of cooperative purchasing; and therefore be it

RESOLVED, the Board authorizes continued membership in the CUE for the term January 1, 2016 through December 31, 2016 at a cost of two hundred dollars (\$200.00); be it further

RESOLVED, the Superintendent is authorized to take any and all action to carry out this resolution.

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

The resolution was moved by **Tim 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 **January 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

Motioned to approve Resolution 16-01-04 to Amend Limited Employment Management Contracts with Gina Brown, Marco Condos, Gary Slapnick, and Jennifer Weaver Effective January 1, 2016 to Provide Additional Compensation

RESOLUTION 16-01-04

AMENDMENT TO LIMITED EMPLOYMENT MANAGEMENT CONTRACTS WITH GINA BROWN, MARCO CONDOS, GARY SLAPNICKER, AND JENNIFER WEAVER EFFECTIVE JANUARY 1, 2016 TO PROVIDE ADDITIONAL COMPENSATION

WHEREAS, Ohio Revised Code section 5126.05 and *Board Policy 1.00 Powers and Duties of the Board* empower the Portage County Board of Developmental Disabilities to authorize all positions of employment, establish compensation, including but not

limited to salary schedules and fringe benefits for all Board employees, approve contracts of employment for management employees that are for a term of more than one year, employ legal counsel under section 309.10 of the Revised Code, and contract for employee benefits; and

WHEREAS, Gina Brown, Director of Service and Support Administration, Marco Condos, Facility Maintenance Supervisor, Gary Slapnicker, Information Technology Specialist, and Jennifer Weaver, Transportation Supervisor currently have limited employment management contracts with the Board, and

WHEREAS, the Superintendent and Director of Human Resources hereby recommend to amend the limited employment management contract with *Gina Brown, Director of Service and Support Administration*, to provide additional compensation in the amount of three hundred dollars fifty (\$350.00) per year for twelve-month for the use of personal cellphone, effective January 1, 2016; and

WHEREAS, the Superintendent and Director of Human Resources hereby recommend to amend the limited employment management contract with *Marco Condos, Facility Maintenance Supervisor*, to provide additional compensation in the amount of three hundred dollars fifty (\$350.00) per year for twelve-month for the use of personal cellphone, effective January 1, 2016; and

WHEREAS, the Superintendent and Director of Human Resources hereby recommend to amend the limited employment management contract with *Gary Slapnicker, Information Technology Specialist*, to provide additional compensation in the amount of three hundred dollars fifty (\$350.00) per year for twelve-month for the use of personal cellphone, effective January 1, 2016; and

WHEREAS, the Superintendent and Director of Human Resources hereby recommend to amend the limited employment management contract with *Jennifer Weaver, Transportation Supervisor*, to provide additional compensation in the amount of three hundred dollars fifty (\$350.00) per year for twelve-month for the use of personal cellphone, and provide additional compensation in the amount of fifteen hundred dollars (\$1,500.00) per year for twelve-month emergency on-call duty, effective January 1, 2016 and

WHEREAS, the additional compensation in the amount per year recommended by the Superintendent and Director of Human Resources exceeds the annual amount of additional compensation the Superintendent is authorized to approve for management employees by *Board Policy 2.02 – Duties and Responsibilities of the Superintendent*; now, therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities hereby approves and authorizes an amendment to the limited employment management contract in the amount of amount of three hundred dollars fifty (\$350.00) per year for twelve-months for the use of personal cellphone for Gina Brown, Director of Service and Support Administration, Marco Condos, Facility Maintenance Supervisor, Gary Slapnicker, Information Technology Specialist, effective January 1, 2016, and be

if further

RESOLVED, that the Portage County Board of Developmental Disabilities hereby approves and authorizes an amendment to the limited employment management contract in the amount of amount of three hundred dollars fifty (\$350.00) per year for twelve-months for the use of personal cellphone for Jennifer Weaver, Transportation Supervisor and additional compensation in the amount of fifteen hundred dollars (\$1,500.00) per year for twelve-months for emergency on-call duty, effective January 1, 2016, and be it further

RESOLVED, that the Superintendent is hereby authorized to take any and all actions to carry out these contractual amendments.

Submitted by: Omar A. Nagi, Superintendent, & Lynn Leslie, Director of Human Resources

The resolution was moved by **Ralph Kletzien** and seconded by **Kelly Butler**

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

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
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 **January 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

Motioned to approve Resolution 16-01-05 for the Request to Modify the Fiscal Year 2016 Appropriation Budget as Approved by the Portage County Board of Developmental Disabilities per Resolution 15-05-02 on May 20, 2015

RESOLUTION 16-01-05

REQUEST TO MODIFY THE FISCAL YEAR 2016 APPROPRIATION BUDGET AS APPROVED BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PER RESOLUTION 15-05-02 ON MAY 20, 2015

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 revenue certifications and revised departmental budgets; 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 five hundred fifty-five thousand, four hundred twenty dollars (\$555,420), with the modified amounts shown in the table below for a total Fiscal Year 2016 Appropriation Budget amount of twenty-three million, nine hundred one thousand, three hundred twenty dollars (\$23,901,320); and be it further

Account Number	Description	Budget	Modification	Modified Amount
Fund 1340	<i>DD Operating Fund</i>	\$23,236,400	\$410,200	\$23,646,600
Fund 1343	<i>IDEA Part B Grant</i>	\$42,000	\$12,720	\$54,720
Fund 4100	<i>Capital Fund</i>	\$50,000	\$100,000	\$150,000
Fund 8104	<i>Gift/Donation Fund</i>	\$17,500	\$32,500	\$50,000
	TOTAL ALL FUNDS	\$23,345,900	\$555,420	\$23,901,320

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 **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 is as follows:

Kelly Butler, aye
John Gargan, aye
Timothy Moran, aye

Thomas Cochran, aye
Ralph Kletzien, 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 **January 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

Motioned to approve Resolution 16-01-06 of School District/Notification of Intent to Provide Education Services During the School Year 2016-2017/Pre-School

RESOLUTION 16-01-06

SCHOOL DISTRICT/NOTIFICATION OF INTENT TO PROVIDE EDUCATION SERVICES DURING THE SCHOOL YEAR 2016-2017/PRE-SCHOOL

WHEREAS, ORC 5126.04 requires each county board of developmental disabilities to notify each school district, Local Educational Agency (LEA) by February 1, 2016 of its intent to deny or change educational services provided to the local school districts preschool services as currently operated by the Cuyahoga Educational Services Center for the 2016/2017 school year; and

WHEREAS, The Portage County Board of Developmental Disabilities intends to notify each local school district, LEA by February 1, 2016 of its intent to not rent classrooms for preschool services as currently operated by the Cuyahoga Educational Services Center for various local school districts for the 2016/2017 school year; and

WHEREAS, The Portage County Board of Developmental Disabilities intends to further notify each school district, LEA by February 1, 2016 of its intent to not provide transportation and nursing services for preschool participants as currently operated by the Cuyahoga Educational Services Center for various local school districts for the 2016/2017 school year; therefore be it

RESOLVED, the Portage County Board of Developmental Disabilities states the intent to deny or change educational services provided to the local school districts, LEA preschool services as currently operated by the Cuyahoga Educational Services Center for the 2016/2017 school year; and be it further

RESOLVED, the Board authorizes notification of each local school district, LEA by February 1, 2016 of its intent to not provide classroom settings, transportation and nursing services for preschool participants as currently operated by the Cuyahoga

Educational Services Center for various local school districts for the 2016/2017 school year; 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

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 **January 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

Motioned to approve Resolution 16-01-07 for the School District/Notification of Intent to Provide Education Services During the School Year 2016-2017/School-Age

RESOLUTION 16-01-07

SCHOOL DISTRICT/NOTIFICATION OF INTENT TO PROVIDE EDUCATION SERVICES DURING THE SCHOOL YEAR 2016-2017/SCHOOL-AGE

WHEREAS, ORC 5126.04 requires each county board of developmental disabilities to notify each school district, Local Educational Agency (LEA) by February 1, 2016 of its intent to deny or change educational services provided to children ages six through twenty-one years of age; and

WHEREAS, The Portage County Board of Developmental Disabilities intends to notify each local school district, LEA by February 1, 2016 of its intent to accept limited referrals as defined by the interagency agreement for children ages six through twenty-one years of age; and

WHEREAS, The Portage County Board of Developmental Disabilities intends to notify each school district by February 1, 2016 of its intent to charge local school districts for

student educational cost as defined by a new interagency agreement for children ages six through twenty-one years of age; therefore be it

RESOLVED, the Portage County Board of Developmental Disabilities states the intent to operate school-age classes during the coming school year 2016-2017; and be it further

RESOLVED, the Board authorizes notification of each local school district, LEA by February 1, 2016 of its intent to accept limited referrals and intent to charge local school districts for student educational cost as defined by the interagency agreement for children ages six through twenty-one years of age; 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

The resolution was moved by **Thomas Cochran** 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 **January 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

Motion to approve Resolution 16-01-08 for the Approval of Retitling of The 260-262 Day Director of Children’s Services Position to Director of Education and Child Development

RESOLUTION 16-01-08

APPROVE THE RETITLING OF THE 260-262 DAY DIRECTOR OF CHILDREN’S SERVICES POSITION TO DIRECTOR OF EDUCATION AND CHILD DEVELOPMENT

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board), through Board Policy 1.0 *Powers and Duties of the Board*, retains the exclusive authority to place management- level Employment Positions on particular levels

of the Board’s Management Salary Schedule; and

WHEREAS, the Superintendent and the Director of Human Resources recommend a change in title from Director of Children’s Services to Director of Education and Child Development, and

WHEREAS, the Superintendent and Director of Human Resources submit that the rationale for this change of title is to have a title that more closely aligns with the programs and services provided both currently and in the future, such as the coordination of services with local school districts, provision of services in the student’s natural environment and advancement of the principles and practices of evidence-based early intervention; now therefore be it

RESOLVED, the Board hereby approves the change in title of the 260-262 day Director of Children’s Services classification to Director of Education and Child Development; and be it further

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

Submitted by: Omar A. Nagi, Superintendent and Lynn Leslie, Director of Human Resources.

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’ Financial/Human Committee 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 **January 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

Motioned to approve Resolution 16-01-09 to Approve the Retitling and Reclassification of the 260-262 Day Information Technology Specialist Position effective February 1, 2016

RESOLUTION 16-01-09

APPROVE THE RETITLING AND RECLASSIFICATION OF THE 260-262 DAY INFORMATION TECHNOLOGY SPECIALIST POSITION EFFECTIVE FEBRUARY 1, 2016

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board), through Board Policy 1.0 *Powers and Duties of the Board*, retains the exclusive authority to place management-level Employment Positions on particular levels of the Board’s Management Salary Schedule; and

WHEREAS, the Superintendent and the Director of Human Resources recommend (1) a change in title from Information Technology Specialist to HIPAA and Information Technology Manager and (2) the reclassification of the position from Level 5 to Level 3 of the Board’s Management Salary Schedule starting on February 1, 2016, and

WHEREAS, the Superintendent and Director of Human Resources submit that the rationale for reclassification is the increasing complexity and responsibility involved with overseeing all activities related to the Board’s policies and procedures covering the privacy, confidentiality, and access to protected health information (PHI) and overseeing all activities that provide access to PHI and the integrity and security of PHI; now therefore be it

RESOLVED, the Board hereby approves the new title of HIPAA and Information Technology Manager and the reclassification of the retitled 260-262 day Information Technology Specialist classification from Level 5 to Level 3 of the Board’s Management Salary Schedule starting on February 1, 2016; now therefore be it

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 and Lynn Leslie, Director of Human Resources.

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.

Kelly Butler, aye
John Gargan, aye
Timothy Moran, aye

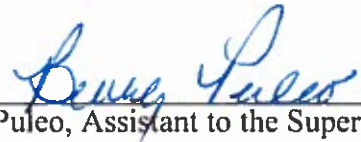
Thomas Cochran, aye
Ralph Kletzien, aye
Jeanne Schmidlin, aye

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 **January 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

Approve Proclamation for Knights of Columbus Proclamation to recognize twenty-six (26) years of sponsoring Special Olympics Bowling

PROCLAMATION OF APPRECIATION

WHEREAS, Portage County Chapter Knights of Columbus member councils have dedicated time, energy, and commitment for twenty-six years of bowling recreation and to provide individuals the opportunity to socialize with the community; and

WHEREAS, individual achievement and recognition is achieved by this bowling event; and

WHEREAS, the Portage County Board of Developmental Disabilities extends sincere appreciation 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

Who have given of themselves to provide the opportunity for individuals to participate in the Special Olympics Bowling Invitational; and therefore be it

RESOLVED, the Portage County Board of Developmental Disabilities appreciates, commends, and recognizes each of the named Councils, thanking each chapter for the opportunity to participate in the Annual Special Olympics Bowling Invitational.

Kelly Butler
John Gargan
Timothy Moran

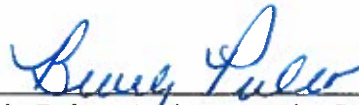
Thomas Cochran
Ralph Kletzien
Jeanne Schmidlin

Cheri Michael

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 January 20, 2016 and an accurate copy of said proclamation may be located

in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Reviewed December 2015 Management Reports—Technology

Reviewed December 2015 Personnel Report.

Recap of Personnel Actions for December 2015:

- As of December 2015, there were 195 employees including twenty-eight (28) 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:

Abolished: Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services)
Registered Service Specialist, 240 days, 7 hrs/day (Adult Services)
Registered Service Specialist, 240 days, 7 hrs/day (Adult Services)

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
Vehicle Attendant, 240 days, 4 hrs/day (Transportation), vacant November 16, 2015, posted November 23-December 4, 2015, filled effective January 4, 2016
Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation), vacant December 31, 2015, posted November 23-December 4, 2015, filled effective January 4, 2016
Vehicle Attendant, 240 days, 4 hrs/day (Transportation), vacant December 31, 2015, posted December 11-17, 2016, filled effective January 4, 2016

Supplemental Positions:

Basketball Coach (November-March), vacant October 12, 2015, posted October 23-November 6, 2015, filled effective December 17, 2016

New Hires:

Promotions/Transfers

Reclassifications

Additional Assignments:

Supplemental Agreements:

Lauren Myers Basketball Coach (November - March), effective December 17, 2015
Jaime Nichols Basketball Coach (November - March), effective December 17, 2015

Separations:

Bridgette Garcia Substitute Registered Service Assistant, effective December 16, 2015
Gail McAlister Director of Children's Services, 260/261/262 days, 8 hrs/day (Children's Services), effective December 31, 2015/12/31/15

Linda Neiss	Substitute Typist 2 (Adult Services), effective December 1, 2015
Susan Vaughn	Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective December 18, 2015
Donna Wakefield	Substitute Licensed Practical Nurse (Adult Services), effective December 18, 2015
Daniel White	Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective December 31, 2015

Retirements:

Terrence Dunlap	Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective December 31, 2015
Cynthia Everson	Vehicle Operator w/CDL, 240 days, 4 hrs/day (Transportation), effective December 31, 2015
Christopher Hedge	Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective December 31, 2015

Reviewed December 2015 Enrollment Report with enrollment of 950 consumers for the month of December representing an increase of twenty-six (26) and a decrease of twenty-six (26) consumers from November 2015.

The Superintendent reported on the following:

- John Snyder, Service and Support Administrator, has been promoted to the Habilitation Manager position effective February 1, 2016
- DODD and DOH currently share Early Intervention Services Programs—DODD now the lead agency; 2016 will be a transition year
- 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
- TV monitors are each facility to provide information for the public and staff

The President announced the Organization and next regular Board meeting is February 17, 2016, 5:00pm, Dennis M. Coble Administration Building

At 6:10pm, 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:

- () 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: _____
- () 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 7:34pm

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, Jeanne Schmidlin, aye, Cheri Michael

Motion to return to open session 7:35pm

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 7:36pm.

Motion by J. Gargan

Second by K. Butler

Motion carried by voice vote.

I N F O R M A T I O N

Saturday, January 16, 2016 Knight of Columbus Basketball Shoot-out, Happy Day School
Monday, January 18, 2016 MLK Birthday, Agency Closed
Tuesdays, January 19, 26, February 2, 9, 16, 23, 2016 Board Eligible Family Swim, Happy Day School
Friday, January 29, 2016 *Summer Party in January, 7:00-9:00pm, Happy Day School*
Monday, February 8, 2016 Parent Council Meeting, 6:00pm, Portage Industries
Monday, February 15, 2016 Children's Services, In-service, no school for all students
Saturday, February 13, 2016 Special Olympics Bowling, Bill White's Twin Star Lanes

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Cheri Michael, President



Kelly Butler, Secretary