

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

June 15, 2016
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Cheri Michael called the regular meeting to order at 4:09pm.

Board Members present by Roll Call:

Kelly Butler, (late arrival 4:55pm), Thomas Cochran John Gargan, Cheri Michael, Timothy Moran,

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

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

Excused: G. Brown, K. Smith, J. Weaver

Guests present: Tatyana. Havel; Mike Sever, Record Courier; Joe. Bica, Clayton Morris and Kelly Englehart—Edgewood Solutions; Phil Miller, CEO, Portage Industries, Inc.; J. Chandler, R. Howard; M. Kerrigan; K. O'Brien; the Sahrs; C. Mathews
Staff: , L. Buchanan; L. Cope, B. Hess-Henderhan; J. Gunther; B. Orth; N. Nadasky

Motion to excuse absent Board Members: Ralph Kletzien, Jeanne Schmidlin

Motion by T. Moran

Second by J. Gargan

Motion carried by voice vote

At 4:11p.m., the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by J. Gargan

Second by T. Cochran

For the following identified reason:

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

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

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

NOT VOTING	PRESENT		BOARD MEMBERS
	YES	NO	
(x)	()	()	KELLY BUTLER
()	(x)	()	THOMAS COCHRAN
()	(x)	()	JOHN GARGAN JR
(x)	()	()	RALPH KLETZIEN
()	(x)	()	CHERI MICHAEL
()	(x)	()	TIMOTHY MORAN
(x)	()	()	JEANNE SCHMIDLIN

Motion to adjourn executive session at 5:04p.m.

Motion by T. Moran

Second by T. Cochran

Motion carried by roll call vote as follows: Kelly Butler, excused, Thomas Cochran, aye, John Gargan, Jr., aye, Ralph Kletzien, excused, Timothy Moran, aye, Cheri Michael, aye, Jeanne Schmidlin, excused.

Motion to return to open session 5:10 p.m.

Motion by T. Moran

Second by T. Cochran

Motion carried.

No action taken from Executive Session.

Omar Nagi, Superintendent, introduced Janice Kreiner, Director of Education and Child Development, effective June 13, 2016

Joe Bica, Edgewood Solutions, requested to speak and was granted the opportunity.

Adopted a motion to approve minutes from May 18, 2016, Regular Meeting on, as sent electronically.

Motion by T. Cochran
Second by T. Moran
Motion carried by voice vote.

Adopted a motion to approve the June 15, 2016 Agenda as presented at the table.

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

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

1. Contract Renewal with Hattie Larlham Center for Children with Disabilities for Reimbursement to the Portage County Board of Developmental Disabilities for Educational Services provided to Children at Happy Day School (currently serving two (2) children) who reside at The Hattie Larlham Center for Children with Disabilities for services provided July 1, 2016 through June 30, 2017 with a requested increase of one and half percent (1.5%) from 2015 agreement of \$13,123.78 per child

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

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

Motioned to accept the May 31, 2016 Financial Report.

Motion by T. Moran
Second by T. Cochran
Motion carried by voice vote.

Motioned to approve Resolution 16-06-01 for the Approval of Direct Services Contracts with the Following Individuals as Recommended by the Ethics Council per Approved Ethics Council Resolution EC16-06-01 with no Conflict of Interest for: Christopher and Jane Ryan for individual #204382; Latasha Matthews-Walker for individual #204473; Willis & Janet Greathouse for individual #203990; Paula Casey for individual #200823; Melissa Albright for individual #203461; Brittany Capadona for individual #204334; Charles Lloyd for individual

#204606; Christine Miller for individual #204513; Marvin and Pamela West for individual #202775; Lisa Wileman for individual #204263

RESOLUTION 16-06-01

APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC16-06-01 WITH NO CONFLICT OF INTEREST FOR:

Christopher and Jane Ryan for individual #204382
Latasha Matthews-Walker for individual #204473
Willis & Janet Greathouse for individual #203990
Paula Casey for individual #200823
Melissa Albright for individual #203461
Brittany Capadona for individual #204334
Charles Lloyd for individual #204606
Christine Miller for individual #204513
Marvin and Pamela West for individual #202775
Lisa Wileman for individual #204263

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 contacts 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 **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

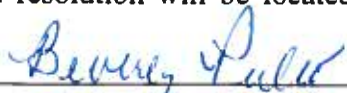
121.22 of the Ohio Revised Code.

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

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **June 15, 2016**, and an accurate copy of said resolution will be located in the official minutes of the Board.



 Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 16-05-02 for Acceptance of Gifts, Memorials, Grants, and Donations for the Month of May 2016 in the amount of \$132.10

RESOLUTION 16-06-02

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

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

To:	From:	
Happy Day School	Box Tops for Education	132.10
Total		132.10

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 **Kelly Butler**

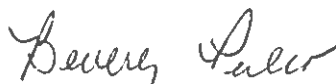
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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,	excused
Timothy Moran,	aye	Jeanne Schmidlin,	excused
		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 **June 15, 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 16-06-03 to Authorize Membership in the Stark County Schools' Council of Governments for Cooperative Purchasing (SCSCG) for a fee of Approximately \$100.00 and in the Ohio Schools Council Cooperative Purchasing Association (OSC) for a Fee of \$350.00 for the Terms of July 1, 2016 through June 30, 2017

RESOLUTION 16-06-03

MEMBERSHIP IN THE STARK COUNTY SCHOOLS' COUNCIL OF GOVERNMENTS FOR COOPERATIVE PURCHASING AND IN THE OHIO SCHOOLS COUNCIL COOPERATIVE PURCHASING ASSOCIATION

WHEREAS, the Portage County Board of Developmental Disabilities (herein referred to as the Board) desires to continue to be a member of the Stark County Schools' Council of Governments (SCSCG) for the purpose of cooperative purchasing; and

WHEREAS, the Board desires to continue the annual membership in the Ohio Schools Council (OSC) for the purpose of cooperative purchasing; and therefore be it

RESOLVED, the Board authorizes continued membership to the SCSCG for a fee of approximately \$100.00 and the OSC for a fee of approximately \$350.00 for the terms of July 1, 2016 through June 30, 2017; and be it further

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

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

The resolution was moved by **Timothy Moran** and seconded by **Thomas Cochran**

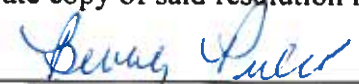
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	excused
Timothy Moran,	aye	Jeanne Schmidlin,	excused
		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 **June 15, 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 16-06-04 for Participation in the Ohio Department of Education’s (ODE) Special Education, *Part B—Individuals with Disabilities Education Act (IDEA)* Grant Program for the 2016-2017 School Year in the amount of forty-one thousand, two hundred eighty dollars and eighty-three cents (\$41,280.83) which represents a twenty dollar and six cent (\$20.06) increase from the 2015-2016 initial allocation

RESOLUTION 16-06-04

PARTICIPATION IN THE OHIO DEPARTMENT OF EDUCATION’S (ODE) SPECIAL EDUCATION, *PART B—INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)* GRANT PROGRAM FOR THE 2016-2017 SCHOOL YEAR

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is eligible to receive federal flow-through dollars in the amount of forty-one thousand, two hundred eighty dollars and eighty-three cents (\$41,280.83) by participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2016-2017 School Year; and

WHEREAS, the 2016-2017 amount represents a twenty dollar and six cent (\$20.06) increase from the 2015-2016 initial allocation; and

WHEREAS, these funds will be used to offset salaries and benefits for the Special Education Services Developer position; now therefore be it

RESOLVED, that the Board authorizes participation in ODE’s Special Education, *Part B—IDEA* grant program 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 Nagi, Superintendent and Diane Cotton, Director Business Management

The resolution was moved by: **John Gargan** and seconded by **Timothy Moran**

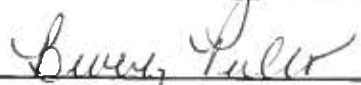
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	excused
Timothy Moran,	aye	Jeanne Schmidlin,	excused
		Cheri Michael,	aye

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **June 15, 2016** and an accurate copy of said resolution will be located in the official minutes of the Board.


Beverly Puleo, Assistant to the Superintendent

The Board was presented for a first reading of Policy 7.13 *Grant Funds*; 7.14 *Internal Controls*; 7.15 *Time and Effort Reporting*; 7.16 *Cost Principles*

The Board was presented for a first reading amendment of Policy 7.07 *Fixed Assets*

Motion to approve new policy Policy 7.12 *Property Inventory*

Motion by T. Moran

Second by T. Cochran

Motion carried by voice vote

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

Reviewed May 2016 Personnel Report

Recap of Personnel Actions for May 2016:

- As of May 31, 2016, there were 179 employees including sixteen (16) intermittent positions and seven (7) 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

Special Education Services Developer, 242 days/year, 8 hrs/day (Children's Services), posted October 1-16, 2015, New, Vacant, Extended November 23-December 11, 2015, filled, effective May 9, 2016

Director of Education & Child Development, 260-262 days/year, 8 hrs/day (Children's Services), vacant December 31, 2015, posted February 17-March 11, 2016, filled June 13, 2016

Account Clerk II, 260-262 days, 8 hrs/day (Fiscal), vacant February 19, 2016, posted March 17-April 1, 2016, filled June 6, 2016

Language Development Specialist, 240 days, 7 hrs/day (Children's Services), vacant April 15, 2016, posted March 18-April 1, 2016, Vacant

Medicaid Services Manager [Temporary] (Administration), vacant April 12, 2016, posted April 13-22, 2016, withdrawn

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

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

Vehicle Attendant w/o CDL, 240 days, 4 hrs/day (Transportation), vacant April 29, 2016, posted May 19-25, 2016, Filled June 6, 2016

Supplemental Positions:

New Hires:

A. Keith Mills Special Education Services Developer, 242 days/year, 8 hrs/day (Children's Services), effective May 9, 2016

Promotions/Transfers

Reclassifications

Additional Assignments:

Supplemental Agreements:

Separations:

Wendy Davis Substitute Vehicle Operator w/CDL (Transportation), effective May 2, 2016

Justine Gowdy Substitute Vehicle Operator w/CDL (Transportation), effective May 2, 2016

Juleen Payne Human Resources Specialist, 260-262 days, 8 hrs/day (Administration), effective May 20, 2016

Jon Tetlow Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), effective May 19, 2016

Retirements:

Reviewed May 2016 Enrollment Report with enrollment of 964 beneficiaries for the month of April representing an increase of forty-eight (48) and a decrease of thirty-one (31) beneficiaries from April 2015.

The Superintendent reported on the following:

- Medicaid Services Manager Position Update: Our Medicaid Services Manager recently passed away. We have requested support from Mahoning and Stark County Board for department activities. Shifted some job responsibilities to our Habilitation Manager, John Snyder, SSA Supervisor, John Vennetti and Administrative Secretary, Jennifer Derthick for interim support. Job posting recently came down and will start interview process for another manager.
- Service Funding Redesign Rates Effective October 1, 2016: Eliminating per diem daily rate when new rules go into effect. Some providers may lose money. This rate permits a daily rate once a person served receives 5 hours of supports. Total rate is calculated on a 6.25-hour day. Many providers only have 5 or 5.5-hour days so lose when only permitted to bill in 15-minute increment. Non-medical Transportation (NMT) rates and changes have been put on hold until January 2017.
- Disability Rights Ohio (DRO) Filed a Lawsuit Suit on March 31st against Department of Developmental Disabilities and the Governor: Disability Rights Ohio filed a class action lawsuit on March 31st against the Department of Developmental Disabilities and the Governor. They have been granted a 21 day extension on the final filing of their lawsuit. DODD will keep Boards updated on the developments.
- Happy Day School Last day was June 3rd. Held public forum for the Part B IDEA Grant. Received several suggestions will take into consideration during the next school year.
- Rotary Camp Open House June 10th. 1:00pm to 2:30pm. First day was June 13th. The camp has approximately 70 campers signed up for the experience over the next 6 weeks.
- Portage Industries Inc. Freedom Street Facility: Opened a new center on June 1st to offer vocational and activities services to individuals on Medicaid Waivers. Open house planned for June 22nd from 11am to 2pm. 785 Freedom Street. They will have open house signs to direct traffic to the location. Will send invites.
- Portage Industries Inc. Golf Outing: June 26th is the 25th Annual Golf Outing at Windmill Lakes Golf Club. 6544 State Route 14. Registration due by July 8th. Event Lunch/Registration starts at 11:30. Will send a communication out soon.

The President announced the next regular Board meeting is August 17, 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 5:45pm

Motion by T. Moran

Second by T. Cochran

Motion carried by voice vote.

INFORMATION

Monday June 13-Friday July 29 2016 Rotary Camp Program (closed week of July 4-8, 2016)
Sunday, June 19, 2016 Parent Council *Build a Gym, Build a Life* 1 Mile Fun Run Walk or Roll, (walk at 8:00am; 5K at 9:30am), hosted by *Sequoia Wellness, The NEW Center*, NEOMED Campus, Rootstown; register at www.raceroster.com (in search for an event Type in Portage County Parent Council)

Friday-Sunday, June 24-26, 2016 Special Olympics State Games, Columbus
Monday-Friday, July 4-8, 2016 Summer Break—ALL Programs Closed
Tuesday, July 26, 2016 25th Annual Benefit Golf Outing, Windmill Lakes—
(Donations being accepted)
Saturday, August 13, 2016 Parent Council Rummage Sale, Portage Industries, 9:00am-3:00pm
(Accepting items at Portage Industries during business hours)
Tuesday-Sunday, August 23-28, 2016 Portage County Randolph Fair, Volunteers needed for Booth

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Cheri Michael, President



Kelly Butler, Secretary