

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

**MARCH 18, 2015**  
**5:00PM**  
**Regular Meeting**  
**Dennis M. Coble Administration Building**

## MINUTES

President Timothy Moran. called the regular meeting to order at 5:04pm.

Board Members present by Roll Call:

K. Butler, T. Cochran, J. Gargan, R. Kletzien, Cheri Michael, T. Moran, J. Schmidlin

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

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

Excused: K. Sumwalt, J. Weaver

Guests present: Staff: P. Dempsey, J. Nicholas

Adopted a motion to approve minutes from Regular Meeting on February 18, 2015 as sent electronically with no corrections/additions/deletions

Motion by J. Gargan

Second by J. Schmidlin

Motion carried by voice vote.

Adopted a motion to approve the March 18, 2015 Agenda as presented at the table.

Motion by R. Kletzien

Second by T. Cochran

Motion carried by voice vote.

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

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

Motioned to accept the February 28, 2015 Financial Report as sent electronically.

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

Motioned to approve Resolution 15-03-01 Approval of Direct Services Contracts with the Following Individuals as Recommended by the Ethics Council Per Approved Ethics Council Resolution EC15-03-01 with no Conflict of Interest for: *Danyel and Jennifer Kennedy for Consumer # 204205; David and Angela Barksdale for consumer #203381*

**RESOLUTION 15-03-01**

**APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC15-03-01 WITH NO CONFLICT OF INTEREST FOR:**

Danyel and Jennifer Kennedy for consumer #204205  
David and Angela Barksdale for consumer #203381

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 **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
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 **March 18, 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 15-03-02 Approval of Current Board Employee to Perform Services Provided Under Section 5126.11 (Family Support Services Program) or Sections 5126.40 Through 5126.46 (Supported Living) Through Outside Employment with an Individual, Agency, or Other Entity that has a Direct Services Contract with the Board or as an Individual Providing Services as Recommended by the Ethics Council per Ethics Council Resolution EC15-03-02 with no conflict of interest for *John Pavlicek-Fausser*

**RESOLUTION 15-03-02**

**APPROVAL OF CURRENT BOARD EMPLOYEE TO PERFORM SERVICES PROVIDED UNDER SECTION 5126.11 (FAMILY SUPPORT SERVICES PROGRAM) OR SECTIONS 5126.40 THROUGH 5126.46 (SUPPORTED LIVING) THROUGH OUTSIDE EMPLOYMENT WITH AN INDIVIDUAL, AGENCY, OR OTHER ENTITY THAT HAS A DIRECT SERVICES CONTRACT WITH THE BOARD OR AS AN INDIVIDUAL PROVIDING SERVICES AS RECOMMENDED BY THE ETHICS COUNCIL PER ETHICS COUNCIL RESOLUTION EC15-03-02**

WHEREAS, employees of the Board are required to inform the Superintendent of the Board of any outside employment the employee has with any individual, agency, or other entity that has a contract with the Board.; and

WHEREAS, employee *John Pavlicek-Fauser, Intermittent Registered Service Assistant*, has informed the Superintendent that s/he is an independent provider; and

WHEREAS, said employee has completed an affidavit declaring that all of the conditions specified in section 5126.033 of the Ohio Revised Code have been met; and

WHEREAS, the Board’s Ethics Council has reviewed and approved through Resolution EC15-03-02 that this employee’s outside employment meets all of the conditions specified in Ohio Revised Code section 5126.033; and

WHEREAS, by Resolution EC15-03-02 the Board’s Ethics Council recommends to the Portage County Board of Developmental Disabilities approval of this employment; now therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and the dual employment with the aforementioned named individual; and be it further

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

Submitted by: Omar A. Nagi, Superintendent

The resolution was moved by **John Gargan**

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.

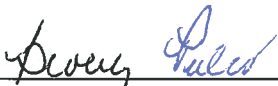
The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

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

**March 18, 2015**, and an accurate copy of said resolution will be located in the official minutes of the Board.

  
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Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 15-03-03 Request to the Board of Portage County Commissioners for a Resolution Certifying the Necessity of Placing a Renewal Levy on the General Election Ballot of November 3, 2015 in the Amount 1.8 Mills for Tax Years 2016, 2017, 2018, 2019, and 2020

**RESOLUTION 15-03-03**

**REQUEST TO THE BOARD OF PORTAGE COUNTY COMMISSIONERS FOR A RESOLUTION CERTIFYING THE NECESSITY OF PLACING A RENEWAL LEVY ON THE GENERAL ELECTION BALLOT OF NOVEMBER 3, 2015 IN THE AMOUNT 1.8 MILLS FOR TAX YEARS 2016, 2017, 2018, 2019, AND 2020**

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board), as a County Board of Developmental Disabilities established under Chapter 5126 of the Ohio Revised Code (ORC) is mandated to plan and set priorities based on available resources for the provision of facilities, programs, and other services to meet the needs of Portage County residents who are individuals with developmental disabilities, and

WHEREAS, the Board has responsibility for the operation and administration of facilities, programs, and services as provided in chapter 5126 of the Ohio Revised Code based on available resources; and

WHEREAS, for the securement of available local resources through the levying of taxes, the Board is governed by Ohio Revised Code Sections 5705.19(L), 5705.222, and 5705.25; and

WHEREAS, the citizens of Portage County through approval of several tax levies have provided available local resources to the Board to meet the needs of Portage County residents with developmental disabilities, and

WHEREAS, the 1.8 Mill Levy, renewed by the voters of Portage County beginning with tax year 2011 will expire in tax year 2015, and

WHEREAS, the resources necessary for the continued operation and administration of facilities, programs, and services provided by the Board require renewal of this 1.8 mill levy; now therefore be it

RESOLVED, that the Board hereby adopts this resolution certifying the need for a renewal of

this 1.8 mill levy to be placed on the general election ballot of November 3, 2015 and be it further

RESOLVED, that with the approval of this resolution, the Superintendent is directed to submit a letter to the Portage County Auditor asking for certification to the Board both (1) the total tax valuation of Portage County, and (2) the dollar amount of revenue that would be generated by the renewal of this 1.8 mill levy first approved by the voters on November 5, 1996; and be it further

RESOLVED, that upon receipt of the information requested of the Portage County Auditor, the Superintendent is herein directed to submit a request to the Portage County Commissioners (hereinafter referred to as the Commissioners) for adoption of a resolution by the Commissioners certifying to the Portage County Board of Elections the necessity of placing a renewal levy on the General Election ballot of November 3 2015 in the amount of 1.8 mills to be assessed against the valuation of the current tax list of Portage County for tax years 2016, 2017, 2018, 2019, and 2020; and be it further

RESOLVED, that the renewal of this levy will be for the use of the Board’s programs and services pursuant to Chapter 5126 of the Ohio Revised Code and the Board’s Annual Plan as adopted annually pursuant to section 5126.04 of the Ohio Revised Code including Happy Day School, Portage Industries, residential programs and services, and for the acquisition, construction, renovation, financing, maintenance, and operation of the Board’s facilities; and be it further

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 A Nagi, Superintendent

The resolution was moved by **Thomas Cochran** and seconded by **Ralph Kletzien**

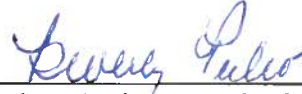
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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
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 **March 18, 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 15-03-04 Approval of Contract with The Billing Connection, Inc. dba TBC Services for the Provision of Medicaid Waiver Data Entry and Training not to exceed Twenty Thousand Dollars (\$20,000.00)

**RESOLUTION 15-03-04**

**APPROVAL OF CONTRACT WITH THE BILLING CONNECTION, INC. DBA TBC SERVICES FOR THE PROVISION OF MEDICAID WAIVER DATA ENTRY AND TRAINING NOT TO EXCEED TWENTY THOUSAND DOLLARS (\$20,000.00)**

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) has determined a need for Medicaid waiver data entry and training services due to the resignation of the Medicaid Manager in December 2014; and

WHEREAS, the Billing Connection, Inc., 1616 Lancaster Avenue, Reynoldsburg, Ohio 43068 (doing business as TBC Services and hereinafter referred to as the Vendor) is willing to perform these services for the Board; now, therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent or his/her designee to enter into a contract with the Vendor for Medicaid waiver data entry and training services for the period of March 19, 2015 through June 30, 2015 at the rate of thirty-five dollars (\$35.00) per hour for these services and seventeen dollars and fifty cents (\$17.50) for travel time along with the current Internal Revenue Service mileage rate with the total contract not to exceed twenty thousand dollars (\$20,000.00); and be it further

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

Submitted by: Omar Nagi, Superintendent; Diane Cotton, Director of Business Management; and Gina Brown, Director of Service and Support Administration

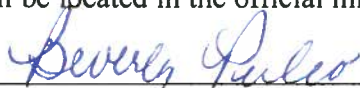
The resolution was moved by **Thomas Cochran** and seconded by **Cheri Michael**  
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance 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,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
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 **March 18, 2015** and an accurate copy of said resolution will be located in the official minutes of the Board.

  
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 Beverly Puleo, Assistant to the Superintendent

Reviewed February 2015 Management Reports—Technology as sent electronically.

Reviewed February 2015 Personnel Report as sent electronically.

**Recap of Personnel Actions for February 2015:**

- As of February 28<sup>th</sup> there were 216 employees including 34 intermittent positions; with five (5) vacancies.
- There are five (5) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there and two (2) Part-Time employees assigned in Children’s Services—one (1) employee is also permanent Part-Time in Transportation and counted there

**Positions Added/Abolished:**

Added: Service & Support Administrator, 240-days, 7.5 hrs/day (Service & Support Administration)

**Job Postings/Vacancies**

Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), vacant October 30, 2014, posted December 15-19, 2014, filled March 2, 2015

Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), vacant December 22, 2014, posted December 22-January 16, 2015, Vacant

Instructor (Full-time Temporary), 184-days, 7 hrs/day (Children's Services), New, posted January 6-20, 2015, Vacant

Vehicle Attendant w/o CDL, 240-days, 4 hrs/day (Transportation), vacant December 5, 2014, posted January 20-26, 2015, filled February 2, 2015

Intermittent Mechanic (Transportation)—*Reposted*, vacant December 23, 2014, posted January 22-February 6, 2015, Vacant

Service & Support Administrator, 240-days, 7.5 hrs/day (Service & Support Administration), New, posted February 17-27, 2015 Vacant



**Supplemental Positions:**

Bowling Assistant (Mar. 14, 2015)-2 *needed*, vacant February 17, 2013, posted February 17-23, 2015, Filled March 5, 2015

Volleyball Coach (March - June), vacant February 17, 2015, posted February 17-23, 2015, Filled March 4, 2015

**New Hires:**

Kayla McCullough Substitute Instructor Assistant (Children's Services), effective February 11, 2015

Danielle Mihailovic Substitute Registered Service Assistant (Adult Services), effective February 11, 2015

Ronald Overberger Substitute Vehicle Operator w/o CDL (Transportation), February 19, 2015

**Promotions/Transfers:**

Valorie Marker Registered Service Assistant to Registered Service Specialist [Temporary] (Adult Services), effective February 10, 2015

Susan Vaughn Sub Vehicle Operator w/CDL to Vehicle Attendant w/o CDL, 240-days, 4 hrs/day (Transportation), effective February 2, 2015

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

Jamie Nichols Volleyball Coach, effective March 4, 2015

Sandra Osdyke Bowling Assistant (Mar. 14, 2015), effective March 5, 2015

Marcella Schaaf Bowling Assistant (Mar. 14, 2015), effective March 5, 2015

**Separations:**

Jennifer Bruyere Substitute Registered Service Assistant (Adult Services) [Last Day Worked 6/23/14], February 6, 2015

James Critell Habilitation Manager, 240-days, 8 hrs/day (Adult Services), effective February 6, 2015

**Retirements:**

Reviewed February 2015 Enrollment Report with enrollment of 911 consumers representing an increase of twenty-one (21) and a decrease of twenty-five (25) consumers from February 2014.

Public Comment: None

The Superintendent reported on the following:

- To Board members—Handout of DODD *Pipeline*; YDC closing newspaper articles
- The CMS issue—final draft proposal submitted on due March 17, 2015; CMS has 90-days to respond; grandfathering is off the table; CMS not looking at firewall document; and county

boards have four (4) years to transition; Director Martin is proposing a 10 year; Board needs to plan to either be a service provider or provide SSA services

- Culvert Easement update—maintenance is an issue who does once project is done; other option is to put a retention pond on Board property; holding tanks and reveal of storm water; or just do sections not all 800’
- Calamity Day make up for 240-day staff/beneficiaries—April 3 and May 1; 184-day staff June 5 and for students June 4
- The independent provider issues—OACB is requesting the State to relook at the proposal; ARC has asked the proposal to be stricken from the budget; if pass with cost the Board more if only Agency provide services with increase in Medicaid match
- There were three (3) Transportation accidents this past week; no beneficiaries were part of any incident; staff was checked out by doctors.

The President announced the next regular Board meeting is Wednesday, April 15, 2015, 5:00p.m., Dennis M. Coble Administration Building

At 5:43p.m., 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: 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 body or 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 6:45p.m.

Motion by T. Cochran

Second by J. Gargan

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

Motion to return to open session 6:45p.m.

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 6:46pm

Motion by R. Kletzien


Second by T. Cochran

Motion carried by voice vote.

**INFORMATION**

- ~~Saturday, March 14, 2015~~ ~~Parent Council Rummage Sale Portage Industries, 9:00-3:00pm~~  
~~**CANCELLED—To be rescheduled**~~
- Tuesday, March 24, 2015** Open House/Art Show, Portage Industries, 10:00am-1:00pm
- March 30, 2015 through April 3, 2015** Spring Break, Children’s Services
- Thursday, June 4, 2015** *Calamity Day Make-up—Children’s Services-Students*
- Friday, June 5, 2015** *Calamity Day Make-up—Children’s Services-Students (last student day)*
- Thursday, June 5, 2015** *Calamity Day Make-up—Children’s Services/Transportation—184-day staff*
- Thursday, June 8, 2015** *Calamity Day Make-up—Children’s Services/Transportation—184-day staff—Last staff day*
- Friday, April 3, 2015** *Calamity Day Make-up—240-day Beneficiaries/Staff—Spring Break—cancelled*
- Friday, May 1, 2015** *Calamity Day Make-up—240-day Beneficiaries/Staff—In-service—cancelled*
- Monday, April 13, 2015** Parent Council Meeting, Portage Industries, 6:00 pm
- Saturday, April 18, 2015** Parent Council Carnival, Happy Day School, 1:00-4:00pm
- Wednesday, April 22, 2015** Grandparent's Day
- Friday, April 24, 2015** School-age Socialization-Dinner & Activity, Happy Day School, 6:00-8:00pm

Respectfully Submitted,

  
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 Beverly Puleo, Assistant to the Superintendent

  
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 Timothy Moran, President

  
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 Ralph Kletzien, Secretary