

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

March 16, 2016
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Cheri Michael called the regular meeting to order at 5:02pm.

Board Members present by Roll Call:

Kelly Butler, 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, G. Slapnicker, K. Sumwalt

Excused: K. Smith, J. Tetlow, J. Vennetti, J. Weaver

Guests present: Tatsyana Havel, ARC Summit/Portage Counties, Annette Dowling Parent Council, Jean Johns, Parent Council, Sandy Craft, Parent, Robin Howard, Casey Howard, Michael Rossi, BarleyGrailBrewing Cooperative
Staff: L. Cope, B. Orth

Motion to excuse absent Board Member Thomas Cochran

Motion by R. Kletzien

Second by J. Schmidlin

Motion carried by voice vote

Presentation by:

Annette Dowling, Parent Council, regarding their *Build A Gym, Build A Life* 5K Race 1 Mile Fun Run, Walk or Roll event June 19, 2016 at the NEW Center on the NEOMED Campus in Rootstown, OH; brochures were distributed; group is looking for donations for the 'Runner's Bag'; registration is at raceroster.com

Michael Rossi, Consulting Board Member and Events Manager for Barley Grail Brewing Cooperative, a group that holds events and distributes donations to various organizations; distributed flyers for their *Brew Madness*, April 2, 2016 at Studio 526 on Grant Street in Akron.

Adopted a motion to approve minutes from February 17, 2016 Regular Meeting on, as sent electronically.

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

Adopted a motion to approve the March 16, 2016 Agenda as presented at the table.

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

Public Comment:

Casey Howard requested of the Superintendent not to close Happy Day School and to keep Rotary Camp.

Ms. Havel noted two ARC events—Reverse Raffle/Silent Auction to be held April 15, 2016 at Guy's Party Center; the 'Kent Pub Crawl' open to 100 people August 13, 2016; also the ARC is forming an alliance with the Ohio ARC-ballots are being sent out

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. no contracts approved for month of February 2016

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

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

Motioned to accept the February 29, 2016 Financial Report.

Motion by R. Kletzien
Second by J. Gargan
Motion carried by voice vote.

Motioned to approve Resolution 16-03-01 for the Approval of Direct Services Contracts with the Following Individuals as Recommended by the Ethics Council Per Approved Ethics Council Resolution EC16-03-01 with no Conflict of Interest for: Anthony & Zina Kaminski for consumer #203263; Laura Arrington for consumer #204532; Jackie Scott for consumer #204511; Troy and Debbie Dolfi for individual consumer #204508; Elisabeth Drotar for consumer #204203; Thomas & Rebecca Morsefield for consumer #202340; Christopher & Melissa Trimmer, for consumer #203837; Emily Shore and Sean Kirchens, for consumer #204398

RESOLUTION 16-03-01

**APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING
INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED**

ETHICS COUNCIL RESOLUTION EC16-03-01 WITH NO CONFLICT OF INTEREST FOR:

- Anthony & Zina Kaminski for consumer #203263
- Laura Arrington for consumer #204532
- Jackie Scott for consumer #204511
- Troy and Debbie Dolfi for individual consumer #204508
- Elisabeth Drotar for consumer #204203
- Thomas & Rebecca Morsefield for consumer #202340
- Christopher & Melissa Trimmer, for consumer #203837
- Emily Shore and Sean Kirchens, for consumer #204398

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 resolution was moved by **Timothy Moran** 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,	excused
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 **March 16, 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 16-03-02 for the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of February 2016 in the amount of \$308.00

RESOLUTION 16-03-02

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

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

To:	From:	
Happy Day School	Knights of Columbus/Garrettsville Chapter 11801	308.00
Total		308.00

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 **Ralph Kletzien** 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,	excused
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 **March 16, 2016**, and an accurate copy of said resolution may be located in the official minutes of the Board.

Beverly Puleo
Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 16-03-03 for the Approval to Rescind Resolution 16-01-06 School District/Notification of Intent to Provide Education Services during the School Year 2016-2017/Pre-School

RESOLUTION 16-03-03

APPROVAL TO RESCIND 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 notified each local school district, LEA by February 1, 2016 by Resolution 16-01-06 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 notified each school district, LEA by February 1, 2016 by Resolution 16-01-06 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 rescinds Resolution 16-01-06 that 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 of its intent to 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, the Board will bill the LEAs for the costs of these services as currently practiced; 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 **Ralph Kletzien** 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,	abstain	Thomas Cochran,	excused
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 **March 16, 2016**, and an accurate copy of said resolution may be located in the official minutes of the Board.


Beverly Puleo, Assistant to the Superintendent

Reviewed February 2016 Management Reports—Gary Slapnickner HIPAA and Information Technology Manager, reviewed Technology Report

Reviewed February 2016 Personnel Report. Lynn Leslie, Director of Human Resources, noted an Account Clerk II position will be posted due to a resignation; received resignation effective April 15, 2016 from a Speech and Language Specialist; concluded interviews for the Special Education Service Developer position; will begin interviews for the Director of Education and Child Development

Recap of Personnel Actions for February 2016:

- As of February 29, 2016, there were 189 employees including twenty-one (21) 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, Vacant
Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), vacant, February 1, 2016, posted January 25-February 5, 2016, Vacant
Vehicle Attendant, 184 days, 4 hrs/day (Transportation), vacant December 18, 2015, posted January 6-12, 2016, Filled February 1, 2016

Supplemental Positions:

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

New Hires:**Promotions/Transfers**

Ana Martin Substitute Vehicle Attendant to Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective February 1, 2016
John Snyder SSA, 240 days, 7.5 hrs/day (Service & Support Admin) to Habilitation Mgr, 260-262 days, 8 hrs/day (Adult Services), effective February 1, 2016

Reclassifications

Gary Slapnicker Info Tech Specialist, 260-262 days, 8 hrs/day to HIPAA & Info Tech Mgr, 260-262 days (Administration), effective February 1, 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:

Jamie Alexander Substitute Registered Service Assistant (Adult Services), effective February 12, 2016
Carol Kruger Substitute Registered Service Assistant (Adult Services), effective February 9, 2016
John Pavlicek-Fauser Substitute Registered Service Assistant (Adult Services), effective February 9, 2016
Jenna Phelps Account Clerk II, 260-262 days, 8 hrs/day (Fiscal), effective February 19, 2016

Retirements:

Reviewed February 2016 Enrollment Report with enrollment of 934 beneficiaries for the month of February representing an increase of seventeen (17) and a decrease of eighteen (18) beneficiaries from January 2016.

The Superintendent reported on the following:

- **Ohio Self Determination Association Regional Meeting:**
Portage County Board of DD hosted our first annual regional meeting for the Ohio Self Determination Association on March 9. We had a panel of presenters tell their personal stories of triumph. These were very powerful stories that inspired many of the audience members. Megan Rothermel was the guest presenter of the day. Megan told her story about growing up with Downs Syndrome from birth through college and her career as a professional speaker. She is an exceptionally skilled speaker that commanded a true presence. Thank you to all the Portage County people that helped plan and host this incredible opportunity for our regional self-advocates!
- **March is Developmental Disabilities Awareness Month:**
Ohio Public Images has chosen the theme "What's Your Story." We have six billboards throughout the county with people's picture and theme of their story on the billboards. We have all of them on our website with their full story. We have another 12 people that also shared their stories on the website. Please check them out they are very inspirational.
- **State Auditor Review will begin tomorrow, March 17th:**
The state Auditors will begin our Cost Report Audit for years 2012 and 2013. We will begin tomorrow morning with an entrance conference with an overview of the process with the Business Department, Superintendent and Auditors. The Auditors will then begin the audit the rest of the day. The process could take several months to complete.
- **Provider Meeting March 31 at PCBDD Board Room:**
We have sent out about 20 invitations to our collaborating Day Habilitation Providers serving people with disabilities in the Portage County. We will have an informational exchange meeting on March 31 to discuss the changes with Conflict Free Case Management, ICFDD Downsizing and community inclusion together. We will review the Board's benchmark plans for 2016. We intend to have quarterly meetings like this in the future to plan for the developments together.
- **Superintendent Winter Conference March 10th:**
Attended the Superintendent winter conference March 10. The focus was on the shift from County Board Services to private provider services. Heavy emphasis on the need for help! Providers #1 challenge is staffing. Many providers are struggling to get staff to work in the field. #2 is the timeliness of completing the PAWS, Plan and CPT. This must be done timely to get providers paid. They cannot go without pay especially with low rates. On site on call only pays \$5.45/hour so lose money at the beginning. Will need to discuss remote monitoring for this service in the future.

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

At 5:59pm, the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by J. Schmidlin

Second by R. Kletzien

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;
- (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 6:55pm

Motion by J. Schmidlin

Second by K. Butler

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

Motion to return to open session 6:56pm

Motion by J. Gargan

Second by J. Schmidlin

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 6:57pm

Motion by J. Gargan

Second by K. Butler

Motion carried by voice vote.

INFORMATION

Monday, March 14, 2016 Parent Council Meeting, Portage Industries, *6:30pm Note change of time*

Tuesdays, March 15, 29, 2016 Board Eligible Family Swim, Happy Day School, 6:00-7:30pm

Monday-Monday, March 21-28, 2016 Spring Break, Children’s Services Program

Thursday, March 24, 2016 Provider Fair, Portage Industries, 10:00-12:00pm and 5:00-7:00pm

Friday-Monday, March 25-28, 2016 Spring Break, Adult Services Program,

Tuesdays, April 5, 12, 19, 26, 2019 Board Eligible Family Swim, Happy Day School, 6:00-7:30pm

Monday, April 11, 2016 Parent Council Meeting, Portage Industries, 6:30pm

Saturday, April 16, 2016 Parent Council Carnival, Happy Day School, 1:00-4:00pm

Monday, May 9, 2016 Parent Council Meeting, Portage Industries, 6:30pm

Monday, May 10, 2016 May Dinner, sponsored by Parent Council, Happy Day School, 6:00pm

Respectfully Submitted,


Beverly Puleo, Assistant to the Superintendent


Cheri Michael, President


Kelly Butler, Secretary