

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

March 21, 2018
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

5:07pm—Portage County Commissioner Vickie Kline gave the *Oath of Office* to Portage County Probate Judge appointee to *Timothy Moran*

President Michelle Sahr; called the regular meeting to order at 5:08pm.

Board Members present by Roll Call:

Kelly Butler, Carol J. Fruscella, John Gargan, Cheri Michael, Timothy Moran, Michelle Sahr ,
William Tarver

A quorum is present.

Administrative Staff Present (absences noted by Interim Superintendent)

G. Brown, Supt., T. Byich, M. Condos, D. Cotton, M. Dolensky, A. Hall, L. Leslie,
B. Puleo, G. Slapnicker, G. Smith, K. Sumwalt, J. Vennetti, G. Winsen, C. Brown
Excused: K. Smith, T. Torch,

Guests present: Bonnie Taylor, Robert Young, Katrina Shamblen, Jim Chandler, Scott DeGroff, Ashleigh Lawrence, Mike Horning, Director of Day Treatment Education Alternatives, Phil Miller, CEO, Portage Industries, Inc., Ron Habowski, Labor Consultant, Laura, Kip, Regina
Staff: D. Lemasters, J. Bobek

Members (Laura, Kip, Regina, Katrina) of *L.E.A.P.*, Self-Advocacy Group gave a presentation of the purpose of the group and their involvement , accomplishments, and the fun they have being members.

Public Comment: None

Adopted a motion to approve minutes from Regular Meeting February 21, 2018,

Motion by K. Butler

Second by J. Gargan

Motion carried by voice vote

Motioned to approve the agenda for March 21, 2018 Regular Meeting as presented at table.

Motion by C. Fruscella
Second by W. Tarver
Motion carried by voice vote

Motion for the Ratification of the February 2018 Invoice Payments as authorized by the Superintendent.

Motion by C. Michael
Second by T. Moran
Motion carried by voice voter

Motioned for the Acceptance of the February 28, 2018 Financial Report. Diane Cotton, Director of Business Management, stated the Revenues were updated to reflect that the 2014 Adult Day Medicaid Settlement will be paid in 2018 with an estimated amount and the *Home Choice* payments have been discontinued; \$1000 for each of the exits waivers will be generated; The 2019 Temporary Budget Appropriations will be on the April Board meeting agenda per request of the Portage County Auditor.

Motion by K. Butler
Second by W. Tarver
Motion carried by voice vote

Board Committee report(s) for the month: None

Motioned to approve Resolution 18-03-01 for Approval of Direct Services contracts with the following individuals as recommended by the Ethics Council per approved Ethics Council Resolution EC18-03-01 with no conflict of interest for: Individual ID #205069 for self; Lasindra Jolliff for ID #204968; Christopher and Kristy Cope for ID #205038; Individual ID #203699 for self

RESOLUTION 18-03-01

APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC18-03-01 WITH NO CONFLICT OF INTEREST FOR:

Individual ID #205069 for self
Lasindra Jolliff for ID #204968
Christopher and Kristy Cope for ID #205038
Individual ID #203699 for self

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: Gina Brown, Superintendent

The aforesaid 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	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver,	aye
		Michelle Sahr,	

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 21, 2018**, 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 Adopt New Policy: 5.06 *Video and Electronic Surveillance*

Motion by W. Tarver

Second by J. Gargan

Motion carried by voice vote

Reviewed February 2018 Management Reports: Technology at table

Reviewed February 2018 Personnel Reports: Lynn Leslie, Director of Human Resources reported total employment of 129 staff. Gina Brown, promoted to Superintendent, and Lori Murphy, promoted to Service and Support Administrator.

Recap of Personnel Actions for February 2018

- As of February 2018, there were 129 employees including six (6) intermittent positions and eight (8) vacancies.

Positions Added/Abolished:

Abolished: HDS Psychologist, 240 days, 6.5 hrs/day (Children's Services)

Added:

Job Postings/Vacancies

Account Clerk I, 240 days, 8 hrs/day (Transportation), vacant August 25, 2016, posted August 17-31, 2016, Vacant

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), 2 vacancies, November 30, 2016, November 16-December 2, 2016, (**reposted**) May 5-19, 2017 one Vacant, one filled effective July 31, 2017

Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), vacant October 31, 2017, posted October 3, 2017-November 10, 2017, filled February 12, 2018

Supplemental Positions:

Softball Coach [2] (April-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Bowling Assistant (February 10, 2017) - **2 positions**, vacant January 29, 2018, posted January 29-February 8, 2018, Filled, effective February 10, 2018

New Hires:

Promotions/Transfers:

Gina Brown Service and Support Administration Director, 242 days, 8 hrs/day (Service & Support Administration) to Superintendent, 260/261/262 days, 8 hrs/day (Admin)

Lori Murphy Adult Services Instructor Specialist, 240 days, 7 hrs/day (Adult Services) to SSA, 240 days, 7.5 hrs/day (Service & Support Administration)

Reclassifications:

Additional Assignments:

Supplemental Agreements:

Colleen Brown Bowling Assistant, effective February 10, 2018
Lori Murphy Bowling Assistant, effective February 10, 2018

Separations:**Retirements:**

Reviewed February 2018 Enrollment Report with enrollment of 953 beneficiaries for the month of February representing an increase of seventy-three (73) and a decrease of eighty-two (82) beneficiaries from January 2018. (+/- includes those transitioned to other Providers from the Adult Services Program)

The Superintendent reported on the following:

Self-Advocacy meeting was held at the Ravenna Elks on March 9, 2018

- 75-80 people attended. People served and support staff from Trumbull, Mahoning, Summit and Geauga counties attended
- LEAP, self-advocacy group, did a presentation
- Two advocates from Summit spoke and also had their art work on display
- Sonya Williams from KSU spoke
- ‘Open mic’ for individuals served to talk about and share their stories
- It was a great event.

Thank you to Jamie Nichols, George Winsen, John Vennetti, Collen Brown, Tim Torch, Gary Slapnicker and Michelle Dolensky

Provider Meeting—March 7, 2018

- 25-30 providers attended
- Discussed PI transition
- EEV
- Medicaid Manager reviewed PA’s and budget adjustments
- IA spoke on reviewed UIR logs and annual and semiannual reports
- Reviewed fix the list initiative
- Provider guide plus where families can rate providers.

Staff vs Special Olympics Athletes Basketball Game

- Wonderful and exciting event.
- Athletes beat the staff 62-48.

Thank you to all the staff who played and coordinated the event. It was very well attended and everyone appeared to have a great time.

—Volleyball is next

The President announced Next Regular Board Meeting:

Wednesday, April 18, 2018 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

NOTE: ***Board In-service:*** prior to Wednesday, April 18, 2018 Regular Board Meeting: Time 3:30-4:30pm—***Topic:*** *Ohio’s HCBS Waiver Waiting List*

At 5:37pm, the Board entered Executive Session in the Board Room with no action to be taken

following Executive Session.

Motion by J. Gargan
 Second by K. Butler

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;
- (x) 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)	()	CAROL J. FRUSCELLA
()	(x)	()	JOHN GARGAN JR
()	(x)	()	CHERI MICHAEL
()	(x)	()	TIMOTHY MORAN
()	(x)	()	MICHELLE SAHR
()	(x)	()	WILLIAM TARVER

Motion to adjourn executive session at 6:39pm.

Motion by C. Fruscella
 Second by K. Butler

Motion carried by roll call vote as follows: Kelly Butler, aye, Carol J. Fruscella, aye, John Gargan, Jr., aye, Timothy Moran, aye, Cheri Michael, aye, Michelle Sahr, aye. William Tarver, aye.

Motion to return to open session 6:40pm

Motion by T. Moran
Second by W. Tarver
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 6:40pm

Motion by C. Fruscella
Second by K. Butler
Motion carried by voice vote.

INFORMATION

Cancelled Until Further Notice Board Eligible Family Swim, 6:00-7:30pm, Happy Day School
Tuesday, March 20, 2018 PCBDD Staff vs Special Olympics Basketball Teams, 5:00-6:00pm, Happy Day School

Monday-Monday, March 26-April 2, 2018 Spring Break, Children’s Services
Wednesday-Monday, March 28-April 2, 2018 Spring Break, Adult Services/240-day staff
Monday, April 9, 2018 Parent Council Meeting, 6:30pm, Portage Industries
Saturday, October xx, 2018 Parent Council Carnival, 1:00-4:00pm, Happy Day School
(note: moved from April to October/date to be announced)

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



John Gargan, Secretary