

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

MAY 20, 2015

5:00PM

Regular Meeting

Dennis M. Coble Administration Building

MINUTES

President Timothy Moran called the regular meeting to order at 5:07pm.

Board Members present by Roll Call:

Kelly Butler, T. Cochran, J. Gargan, R. 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. McAlister, G. Paroz, B. Puleo, K. Sumwalt, J. Tetlow, J. Vennetti,
Excused: K. Smith, J. Weaver

Guests present: Guests: Staff: D. Colgrove, L. Cope, K. Hough, N. Nadasky

Gina Brown, Director of Service and Support Administration, introduced promoted employee, Karisa Hough, Service and Support Administrator, from position of Adult Services Instructor Specialist, Adult Services, effective April 27, 2015

Adopted a motion to approve minutes from Regular Meeting on April 15,, 2015 as sent electronically with no corrections/additions/deletions

Motion by R. Kletzien

Second by C. Michael

Motion carried by voice vote.

Adopted a motion to approve the May 20,, 2015 Agenda as presented at the table.

Motion by R. Kletzien
Second by C. Michael
Motion carried by voice vote.

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

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

Motioned to accept the April 30, 2015 Financial Report as sent electronically.

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

Motioned to approve Resolution 15-05-01 Acceptance of Gifts, Memorials, Grants, And Donations for the Month of April 2015 in the amount of \$975.00

RESOLUTION 15-05-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF APRIL 2015 IN THE AMOUNT OF \$975.00

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

To:	From:	
Happy Day School In memory of Annette Crock	Jahn, Carl & Linda	50.00
	Waltz, Jackie	50.00
	Eikenburg, Robert & Kathleen	50.00
	Fritinger, James & Nancy	50.00
	Crock, Richard & Elaine	50.00
	Midei, Mark & Denise	50.00
	Patterson, Bruce & Carlene	50.00
	Zurzolo, Joseph & Theresa	50.00
	Crock, Ronald & Pamela	100.00
	Smith, Thomas & Lanna	75.00

	Coble, Dennis M.	50.00
	Independence of Portage County	50.00
	Industrial Mold & Machine, Twinsburg, OH	100.00
	Maddamma, Giovanna	100.00
	Chamberlain, Doug & Pam	50.00
	CASH - Anonymous	50.00
Total		\$975.00

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 **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 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 **May 20 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 15-05-02 Request approval of Fiscal Year 2016 Temporary Appropriation Budget in the amount of \$23,345,900.00

RESOLUTION 15-05-02

REQUEST APPROVAL OF FISCAL YEAR 2016 TEMPORARY APPROPRIATION BUDGET

WHEREAS, in accordance with Ohio Revised Code 5126.05(A)(5), the Portage County Board of Developmental Disabilities (herein after referred to as the Board) shall adopt a budget, authorize expenditures for the purposes specified in this chapter and do so in accordance with section 319.16 of the Revised Code; and

WHEREAS, in order to comply with these Ohio Revised Code Sections and the requirements of the Portage County Commissioners to establish a temporary appropriation budget for Portage County fiscal year 2016; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the fiscal year 2016 temporary appropriation budget at an estimated amount as allowable by current revenue certifications, therefore, be it

RESOLVED, that the Board does hereby approve and authorize an appropriation for the Fiscal Year 2016 Temporary Appropriation Budget in the amount of twenty-three million, three hundred forty-five thousand, nine hundred dollars (\$23,345,900.00), with the individual fund amounts shown in the table below; and be it further

Account Number	Description	Temporary Budget
Fund 1340	<i>DD Operating Fund</i>	\$23,236,400.00
Fund 1343	<i>IDEA Part B Grant</i>	\$42,000.00
Fund 4100	<i>Capital Fund</i>	\$50,000.00
Fund 8104	<i>Gift/Donation Fund</i>	\$17,500.00
	TOTAL ALL FUNDS	\$23,345,900.00

RESOLVED, that the Board requests the Portage County Budget Commission so appropriate the county funds as detailed in this table; and be it further

RESOLVED, that in accordance with Ohio Revised Code sections 319.16 and 5126.0227, the Board hereby authorizes the Superintendent to instruct the Portage County

Auditor to encumber funds and pay Board obligations in accordance with the Board's annual approved budget; and be it further

RESOLVED, that the Board hereby gives the Superintendent the authority to modify appropriation line items within any of the fund accounts listed in the Table above during the 2016 fiscal year as revenues and needs change.

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

The resolution was moved by **John Gargan** 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,	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 **May 20, 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 15-05-03 Approval of Ohio School Plan Insurance (OSP) Renewal for the Period July 1, 2015 through July 1, 2016 in an amount not to exceed Fifty-One Thousand Two Hundred Twenty Dollars (\$51,220.00) which represents a five dollar increase (\$5.00) increase from the previous annual premium amount

RESOLUTION 15-05-03

APPROVAL OF OHIO SCHOOL PLAN INSURANCE RENEWAL FOR THE PERIOD JULY 1, 2015 THROUGH JULY 1, 2016 IN AN AMOUNT NOT TO EXCEED FIFTY-ONE THOUSAND TWO HUNDRED TWENTY DOLLARS (\$51,220.00)

WHEREAS, in accordance with Ohio Revised Code 307.86(F), the Portage County Board of

Developmental Disabilities (herein after referred to as the Board) employed a competent consultant in 2013 to assist the Board in procuring appropriate coverages at the best and lowest prices for cyber, pollution, liability, violence, automobile, and property insurance, and

WHEREAS, Ohio School Plan (herein after referred to as OSP) provided the best and lowest priced plan from the quotes received and was selected as the Board's insurer; and

WHEREAS, Ohio Revised Code 307.86(M) requires that the Board request proposals and negotiate with issuers in accordance with Ohio Revised Code 307.86(F) at least every three years from the date of signing of such a contract unless the parties agree upon terms for extensions or renewals of the contract and such extension or renewal periods shall not exceed six years from the date the initial contract is signed; and

WHEREAS, the Director of Business Management requested a renewal quote from OSP for cyber, pollution, liability, violence, automobile, and property insurance for the period July 1, 2015 through July 1, 2016; and

WHEREAS, a quote was received from OSP in the premium amount of fifty-one thousand two hundred twenty dollars (\$51,220.00) for the period July 1, 2015 through July 1, 2016; and

WHEREAS, the Superintendent and Director of Business Management herein recommend acceptance of this premium renewal bid as it represents a five dollar increase from the previous annual premium amount; now therefore be it

RESOLVED, that the Board hereby awards the cyber, pollution, liability, violence, automobile, and property insurance, at a premium of \$51,220.00, to OSP for the period of July 1, 2015 through July 1, 2016; and be it further

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

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

The resolution was moved by **Cheri Michael** and seconded by **Jeanne Schmidlin**

It is found and determined that all formal actions of the Board 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 foregoing motion having been put to a roll call vote, the results of which are as follows:

Kelly Butler, aye
John Gargan, aye
Cheri Michael, aye

Thomas Cochran, aye
Ralph Kletzien, 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 **May 20, 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 Robinson Health Affiliates, Inc. dba Working Partners as the 2015 physician(s) to perform the 'T8' physicals required for School Transportation Drivers as per OAC 3301-83-07(B)

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

Reviewed April 2015 Management Reports—Children’s Services, Maintenance, (January–March,) Service & Support Administration, and Technology

Reviewed April 2015 Personnel Report as sent electronically.

Recap of Personnel Actions for April 2015:

- As of April 30, there were 219 employees including 38 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:

Abolished: Assistant Cook, Part-time (Children’s Services)

Job Postings/Vacancies

Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), vacant December 22, 2014, posted December 22-January 16, 2015, filled April 27, 2015
Intermittent Mechanic (Transportation)—*Reposted*, vacant December 23, 2014, posted January 22-February 6, 2015, filled April 8, 2015

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

Registered Service Assistant, 240-days, 6.5 hrs/day (Adult Services), vacant April 22, 2015, posted May 4-15, 2015, Vacant

Adult Services Instructor Specialist, 240-days, 7 hrs/day (Adult Services), vacant April 27, 2015, posted May 4 - 15, 2015, Vacant

Supplemental Positions:

New Hires:

Corey Brunswick Substitute Mechanic (Transportation), effective April 4, 2015

Rebecca Lee Substitute Instructor (Children's Services), effective April 8, 2015

Jon Tetlow Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), effective April, 27, 2015

Promotions/Transfers:

Karisa Hough Adult Services Instructor Specialist, 240-day, 7 hrs/day (Adult Services) to Service and Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration), effective April 27, 2015

Linda Neiss Substitute Typist 2 (from Children's Services to Adult Services), effective April 10, 2015

Reclassifications:

Additional Assignments:

Robert Basel Substitute Vehicle Attendant (Transportation), effective April 15, 2015

Danielle Mihailovic Substitute Vehicle Attendant (Transportation), effective April 6, 2015

Supplemental Agreements:

Separations:

Crystal Slater Substitute Vehicle Attendant (Transportation), [effective 7/23/14-last day worked], effective March 20, 2015

Retirements:

Annette Elzy Cunningham Registered Service Assistant, 240-days, 6.5 hrs/day (Adult Services) [Effective 12/5/14 last day worked], effective April 22, 2015

Reviewed April 2015 Enrollment Report with enrollment of 947 consumers representing an increase of twenty-nine (29) and a decrease of twenty-six (26) consumers from March 2014.

Public Comment: None

The Superintendent reported on the following:

- To Board members—Newsletter: *The Link*; local new articles—Leadership Portage County Class of 2015 (Tara Bailey and Gina Brown class members) project updating the children’s room at The Miller House; Seneca District of the Great Trail Council Boy Scouts of America recognition of Marco Condos as *Assistant Scoutmaster of the Year*; Disability School article ‘Feds Call for Greater Inclusion in Preschools’ 5/16/2015; information pertaining to *The Good Life Facilitator* training and survey—10 seats are available at \$2500 each for training sessions
- May 22 is the next Transition Meeting for students 18-22 years of age pending graduation. Five parents have expressed interest in attending.. Parents were informed of the pending CMS rules, DRO, WIOA and the Employment First Initiative, Timax, and discussion of the ‘Close the Front Door’ where in 2016 one cannot be graduated to a sheltered workshop unless a waiver is obtained. As information is made available, it will be communicated.
- Will attend Portage ESC meeting, May 22—the group is in process of dissolving effective June 30, 2005—will present information regarding pre-school at HDS and other issues of the school-age program to the superintendents; will distribute the Disability Scoop article mentioned above;
- Training in *Person Centered Thinking* training was held May 6-7, 2015 at the Board Office with approximately 45 persons in attendance including SSA department and representatives from several provider agencies; training brought new perspectives to Person Center Planning; will create an initiative and have asked Barb Sapharas, speaker, to consult
- The OACB Spring Conference was very good and informative—Director Martin focused mainly on the current state budget process, preparation and testifying for DODD dollars; no response from CMS to date to DODD response to CMS plan; consensus is CMS will not want a plan for Ohio and that plan be different from the other states;
- Culvert Easement update—the Army Corp of Engineers has been contacted—difficult for a representative to visit site at this time—will try if a meeting is held in Stow office—Marco was told usual procedure not to fill in ditch—the Soil and Water Conservation needs to approve any action taken; the assistant prosecutor has been informed of latest information

The President announced the next regular Board meeting is Wednesday, June 17, 2015, 5:00p.m., Dennis M. Coble Administration Building

At 6:10p.m., the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by T. Cochran
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 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 7:22p.m.

Motion by J. Schmidlin

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

Motion to return to open session 7:23p.m.

Motion by R. Kletzien
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 7:24p.m.

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

I N F O R M A T I O N

- Friday, April 10, 2013 *Pajama Pants Party, Happy Day School, 7:00-9:00pm*
- 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*
- Tuesday, May 5, 2015 *Parent Council Dinner, Happy Day School, 6:00pm*
- Monday, May 25, 2015 *Transportation participating in the Ravenna Memorial Day, 10:00am*
- Saturday, August 15, 2015 **RESCHEDULED:** *Parent Council Rummage Sale, Portage Industries, 9:00am-3:00pm*
- Thursday, June 4, 2015 *Calamity Day Make-up—Children’s Services-Students (last student day)*
- Thursday, June 5, 2015 *Calamity Day Make-up—184-day staff Children’s Services/Transportation (last day)*
- Friday, May 1, 2015 *Calamity Day Make-up—240-day Beneficiaries/Staff—In-service—cancelled*

Respectfully Submitted,


Beverly Puleo, Assistant to the Superintendent


Timothy Moran, President


Ralph Kletzien, Secretary