

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

**May 17, 2017**  
**Regular Meeting**  
**Dennis M. Coble Administration Building**

## MINUTES

President Ralph Kletzien called the regular meeting to order at 5:01 pm.

Board Members present by Roll Call:

Kelly Butler, Carol Fruscella, Ralph Kletzien, Cheri Michael (late arrival 5:07pm), Timothy Moran, Michelle Sahr

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

O. Nagi, Supt, G. Brown, T. Byich, M. Condos, D. Cotton, M. Dolensky, J. Kreiner, L. Leslie, B. Puleo, G. Slapnicker, G. Smith, K. Sumwalt, T. Torch, J. Vennetti,  
Excused: K. Smith

Guests present: Bonnie Taylor, Christina, Mathews, parent and Parent Mentor, Field Local School District, Ross Burdge, REM Ohio, Eving Jablonski  
Staff: L. Buchanan, S. Curry, J. Fetterolf, J. Miller, N. Nadasky, J. Schumm, C. West

Motion to Approve Excused Board Member: John Gargan

Motion by T. Moran

Second by M. Sahr

Motion carried by voice vote

Gina Brown, Director of Service and Support Administration introduced Sarah Curry, Service and Support Administrator, effective March 27, 2017

No Public Comment

Adopted a motion to approve minutes from April 19, 2017 regular Meeting

Motion by M. Sahr

Second by T. Moran

Motion carried by voice vote

Motioned to approve the agenda for May 17, 2017 Regular Meeting as presented at table.

Motion by C. Fruscella  
Second by M. Sahr  
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. No contracts approved by Superintendent for April 2017

Motion for the Ratification of the April 2017 Invoice Payments as authorized by the Superintendent

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

Motion for the Acceptance of the April 30, 2017 Financial Report

Motion by M. Sahr  
Second by K. Butler  
Motion carried by voice vote

Board Committee report(s) for the month:

**Financial/Human Resources-Chair Michelle Sahr: May 9, 2017**

- Per Committee recommendation to the Board to approve *Fiscal Year 2018 Temporary Appropriation Budget* as presented to the committee (See Resolution 17-05-02)
- Reviewed the Expense and Revenue of Portage Industries with decreasing enrollment with a lost \$700,000 in revenues. Discussion was held regarding the Layoff Proess with timelines and staffing assessments with Staff Intensity Ratio. Employee support planning was discussed with several recommendations to ease the transition (*see Program/Policy/Residential Committee report\**)
- Information was presented regarding the Cafeteria school lunch program considerations. (*see Program/Policy/Residential Committee report\*\**)
- The Superintendent noted he requested of NEON the future need of planning for communication postion. This position can be shared with several Region 6 counites. This position will provide unified communication distribution with connections at OACB and DODD.

**Program/Policy/Residential-Cheri Michael, Chair: May 15, 2017**

- Transition Committee Update  
The Transition Committee has met three times so far. At the April 25<sup>th</sup> meeting, they shared information on staffing levels, potential layoffs and the revenues and expenses to run the workshop. The Board has lost \$700,000 in revenues as the attendance has decreased over the last two years.  
The most recent meeting was on May 9. At that session, they discussed different model options for the transition to privatizing. One possibility would be to pick a date and be ready to switch everything on that specific day. Or a second option would be to do a

slower, graduated transition which would ease the amount of impact. A graduated transition allows time for corrections if needed and seems to be the preferred method among the committee members. They began a discussion about a possible timeline for both the transition of services and also communicating our new identity. As our private providers expand, we would like to have more authority in their carrying out the services. As it stands now, the state has the authority over our local private providers. That may change as all of Ohio's counties move toward the new model.

They meet again next Tues, May 23 and will discuss in more detail the options of transition and the timeline schedule.

- *Staffing Level Assessment\**

This topic was also discussed with the Financial/Human Resources Committee.

On May 25, there will be a meeting with the president of Unit A, Les Buchanan, to discuss staffing levels at PI and possible layoffs. We need to provide support to the staff that is affected. Omar has met with Career Curve, DJFS, and the EASE program to discuss what services each of them have. The EASE program is who we currently use for employee assistance services and they also have career/job placement type services at no additional cost. DJFS has some services that are free. Career Curve has much more extensive programs, charge a per person fee, but will continue to work with the individual until they find new placement.

The Program/Policy Committee voted and recommends that the board support the superintendent in his choice for putting these services in place.

- *School Lunch Program\*\**

This topic was also discussed with the Financial/Human Resources Committee.

We belong to the National School Lunch Program (NSLP) which gives us the guidelines and standards for the cafeteria at HDS. We receive \$2,000 in funding to participate, but it takes about three staff to keep up with their standards in order to stay in compliance with the program for serving 8-10 student lunches. The amount of time and staffing this requires far exceeds the financial incentive to implement it. The total cost of using the cafeteria is \$100,000. Jan Kreiner and the cafeteria staff are going to explore other ideas for providing school lunches for next school year. They would continue to go by the standards of the school lunch program, but would like to move into a more functional system using community gardens or Farm To Table to provide a more nutritional, healthier lunch.

The Program/Policy Committee voted and recommends supporting this idea to waive participation in the NSLP and look for a better fit in providing school lunches.

- Residential Provider Forums

The Board currently holds quarterly meetings with our day habilitation providers and our transportation providers and has been doing so for the last two years. Omar has added another quarterly meeting to include our residential providers as well. Their first quarterly meeting will be on June 1<sup>st</sup>. These meetings are a great way to share information of any systemic changes affecting their services.

#### 2017 Strategic Plan

- We were provided with draft 2017/2018 strategic plan. Basic changes were made to clean up the language and add/change some of the graphs that are included. We will be looking it over, making any suggestions to Omar in the next couple of weeks so a final draft can be provided at our next committee meeting on Monday, June 19, 2017, 5:00pm

**Scheduled Board Committee Meetings:**

*Financial/Human Resources Committee:* **Tuesday, June 8, 2017—10:00am**

*Program/Policy/Residential Committee:* **Monday, June 19, 2017—5:00pm**

Motion to approve Resolution 17-05-01 for Acceptance of Gifts, Memorials, Grants, and Donations for the Month of April 2017 in the amount of \$2,421.96

**RESOLUTION 17-05-01**

**ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF APRIL 2017**

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of January 2017 as specified below: and

<b>To:</b>	<b>From:</b>	
Happy Day School	Aurora One Fund	2,421.96
<b>Total</b>		<b>2,421.96</b>

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 **Timothy Moran** seconded by **Carol J. Fruscella**

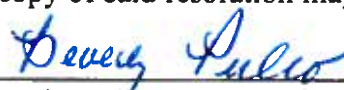
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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,	excused	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	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 17, 2017**, 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 17-05-02 Request Approval of Fiscal Year 2018 Temporary Appropriation Budget in the amount of \$21,471,710.00

**RESOLUTION 17-05-02****REQUEST APPROVAL OF FISCAL YEAR 2018 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 2018; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the fiscal year 2018 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 2018 Temporary Appropriation Budget in the amount of twenty-one million, four hundred seventy-one thousand, seven hundred ten dollars (\$21,471,710.00), with the individual fund amounts shown in the table below; and be it further

<b>Account Number</b>	<b>Description</b>	<b>Temporary Budget</b>
<b>Fund 1340</b>	<b>DD Operating Fund</b>	<b>\$21,157,640.00</b>
<b>Fund 1343</b>	<b>IDEA Part B Grant</b>	<b>\$57,570.00</b>
<b>Fund 4100</b>	<b>Capital Fund</b>	<b>\$213,750.00</b>
<b>Fund 8104</b>	<b>Gift/Donation Fund</b>	<b>\$42,750.00</b>
	<b>TOTAL ALL FUNDS</b>	<b>\$21,471,710.00</b>

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 2018 fiscal year as revenues and needs change.

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

The resolution was moved by **Kelly Butler** and seconded by **Cheri Michael**

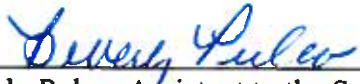
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Carol J. Fruscella	aye
John Gargan,	excused	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	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 17, 2017**, 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 17-05-03 Membership in The Stark County Schools’ Council of Governments for Cooperative Purchasing with no membership fee for the term of continuous membership until the Board expresses desire to end the membership

**RESOLUTION 17-05-03**

**MEMBERSHIP IN THE STARK COUNTY SCHOOLS’ COUNCIL OF GOVERNMENTS FOR COOPERATIVE PURCHASING**

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 therefore be it

RESOLVED, the Board authorizes continued membership to the SCSCG with the membership being ongoing until the Board expresses desire to end the membership with no membership fee being charged; 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 **Michelle Sahr** 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	Carol J. Fruscella	aye
John Gargan,	excused	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	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 17, 2017**, 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 University Hospital Occupational Health—Portage as the 2017 physician(s) to perform the 'T8' physicals required for School Transportation Drivers as per OAC 3301-83-07(B).

Motion by C. Ftuscella

Second by K. Butler

Motion carried roll call vote as follows, Kelly Butler, aye, Carol J. Fruscella, aye, John Gargan, excused, Ralph Kletzien, aye, Cheri Michael, aye, Timothy Moran, aye, Michelle Sahr, aye

Reviewed April 2017 Management Reports—Technology—Gary Slapnicker, Information Specialist and HIPAA Officer stated:

- 1) Configured network interface to increase stability for Voice over IP Phone System
  - a. This adjustment to Happy Day School's network equipment will provide improved reliability for the aging phone system.
- 2) Attended cybersecurity conference with Envisage Group, Inc.
  - a. In April, I attended a two-day conference focused on cybersecurity that featured speakers from several government agencies such as the FTC, FCC, OCR, FBI and many more as well as representatives from private sector security companies.
  - b. In my opinion, here are the two most important concepts from this event.
    1. If there is a cyberattack or a breach of protected information, organizations need to establish that they are a victim of a criminal act. This is established through technology, policies and practices, training, and culture. Otherwise, regulators may attribute such an act to negligence.
    2. Nearly every panel discussed the importance of culture. The highest security risk will always be when people are at their keyboards. There's no "bolt on" simple solution where the entire process can be left to the IT department. Cybersecurity is best when driven top-down, is business led, and involves your Board.
- 3) Recent Worldwide Ransomware Attack- WannaCrypt
  - a. Since last Friday, it is estimated that this ransomware infected more than 200,000 devices in 150 countries.
  - b. In April, through proactive risk management by Envisage Group, Inc., all Board-owned computers and servers joined to the domain had an update installed that fixed the vulnerability exploited in this ransomware attack. The risk of our computers being infected by this ransomware has largely been mitigated.

Reviewed April 2017 Personnel Report:

**Recap of Personnel Actions for April 2017:**

- As of April 2017, there were 160 employees including six (6) intermittent positions and five (5) vacancies.
- There are three (3) permanent Part-Time employees assigned in Adults Services—one (1) employee is also permanent Part-Time in Transportation and counted there

**Positions Added/Abolished:**

Abolished:

Added: Service & Support Administration Supervisor, 242 days, 8 hrs/day (Service & Support Administration)

**Job Postings/Vacancies**

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

Director of Adult Services, 260/261/262 days, 8 hrs/day (Adult Services), **Search extended** vacant October 28, 2016, posted **January 6-20, 2017**, filled, effective date April 3, 2017

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), vacant November 30, 2016, posted November 16-December 2, 2016, Vacant

Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration) New,



posted January 6-27, 2017, filled, effective date March 27, 2017  
Supervisor of Transportation Services, 242 days, 8 hrs/day (Transportation), **Search extended** vacant April 30, 2017, posted January 27-March 10, 2017, filled April 17, 2017  
Service & Support Administration Supv, 242 days, 8 hrs/day (Service & Support Administration), New, April 7-21, 2017, Vacant

Supplemental Positions:

New Hires:

Thomas Byich Supervisor of Transportation Services, 242 days, 8 hrs/day (Transportation), effective April 17, 2017  
Michelle Dolensky Director of Adult Services, 260/261/262 days, 8 hrs/day (Adult Services), effective April 3, 2017 Promotions/Transfers

Reclassifications

Additional Assignments:

Supplemental Agreements:

Separations:

Retirements:

Jennifer Weaver Supervisor of Transportation Services, 242 days, 8 hrs/day (Transportation), effective April 2/, 2017

Reviewed April 2017 Enrollment Report with enrollment 948 beneficiaries for the month of April representing an increase of thirty-one (31) and a decrease of thirty (30) beneficiaries from March 2017.

The Superintendent reported on the following:

**Transition Committee Update:** We had two more meetings April 25<sup>th</sup> and May 9<sup>th</sup> since the April Board update. We had a couple additional members attend the since our initial April 11<sup>th</sup> meeting.

**April 25<sup>th</sup>:** Shared current enrollment of person served and how staffing levels are developed for the setting. We reviewed basic expense and revenue information with the committee. We introduced the basic models of privatization used by other Boards around Ohio. Shared a handout to guide future discussion with the group.

**May 9<sup>th</sup>:** Discussed the different models of transition and need for timelines of privatizing services with PI Inc. Committee collectively agreed to pursue discussions of a gradual switch of services. Will begin discussing the planning process of how and when to approach these changes. We will need to develop a plan and timeline for the transition. Communication with the stakeholders will be important. Next meeting is May 23<sup>rd</sup>.

**Happy Day School Task Force:** Mr. Kletzien and I continue to meet with the school representatives to discuss student placement progress. Most of the medically fragile students requesting placement have had their IEP meetings and have been confirmed enrollment. There are a couple more meetings planned in the next week to finalize the process. We continue to discuss topics to improve working relationships and processes for future referrals. We have discussed developing a student referral guideline and referral timelines for future placement requests.

**Portage Industries Staffing Level:** We provided Les Buchanan, Union President of Unit A a

letter on May 8<sup>th</sup> requesting a meeting to discuss staffing levels and possible layoff. We have scheduled a meeting with Mr. Buchanan on May 25<sup>th</sup> at 12pm to resume discussions. I have planned a staff meeting for May 24<sup>th</sup> to update them on the transition committee and the staffing level developments. We are working on securing employee transition supports for affected staff. Met with *Career Curve*, an outplacement agency, Dept JFS for their *Rapid Reemployment* services and *EASE* program that offers multiple employee supports and services. We are planning additional supports such as representatives from OPERS and Deferred Comp programs to offer employees information about options they may have with their accounts. We hope these supports and services we may help staff with the impact of privatizing services.

**DODD Budget:** Director Martin Spoke at the Spring Conference last week. The House returned \$42 million of the \$122 cut from the budget. They have also lifted some of the restrictive and prohibitive language imposed that further limited DODD. Senate is reviewing the state budget now and concerns with cuts are still present.

**Family and Community Forum:** Gary Smith, Medicaid Services Manager is presented information about the different types of waivers and their use April 26<sup>th</sup>. We had a full reservation of 50 guests.

Jan Kreiner, Director of Education/Child Development and Jennifer Manthey, Registered Nurse will offer an Early Intervention Services information forum My 24<sup>th</sup> at 5:30pm.

**Quarterly Provider Forums Planned:** We have out quarterly Transportation Provider Forum scheduled for May 24<sup>th</sup>, Day Habilitation Provider Forum May 25<sup>th</sup>. We are preparing for our new HPC/Residential Provider Forum June 1<sup>st</sup>. These have been valuable meetings to meet with the providers in our community and exchange information and build relationships.

The President announced the Regular Board Meeting is Wednesday, June 21, 2017, 5:00pm at the Dennis M. Coble Administration Building

At 5:53pm, the Board entered Executive Session in the Board with no action to be taken

Motion by T. Moran  
Second by C. Fruscella

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: employment 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 )	( )	CAROL J. FRUSCELLA
( x )	( )	( )	JOHN GARGAN JR
( )	( x )	( )	RALPH KLETZIEN
( )	( x )	( )	CHERI MICHAEL
( )	( x )	( )	TIMOTHY MORAN
( )	( x )	( )	MICHELLE SAHR

Motion to adjourn executive session at 8:04pm

Motion by K. Butler

Second by C. Fruscella

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

Motion to return to open session 8:05pm

Motion by M. Sahr

Second by T. Moran

Motion carried by voice vote.

No action 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 8:06pm

Motion by K. Butler

Second by C. Michael

Motion carried by voice vote.

**INFORMATION**

- Tuesdays, April 18, 25, 2017** Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
- Thursday, April 13-17, 2017** Spring Break, Adult Services and 240-day employees
- Friday-Monday, April 14-17, 2017** Spring Break II, Children's Services and 184-day employees
- Friday, April 21, 2016** *Carnival Dance*, Happy Day School, 6:00-8:00pm
- Monday, May 8, 2017** Parent Council Meeting, Portage Industries, 6:30pm
- Tuesday, May 9 2017** May Dinner, sponsored by Parent Council, Happy Day School, 6:00pm
- Tuesdays, May, 2, 9, 16, 23, 30, 2017** Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
- Friday, May 12, 2017** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Thursday, May 26, 2017** Annual School Picnic-Early Intervention, Preschool, School-Age
- Monday, May 29, 2017** Memorial Day —Programs Closed
- Thursday, June 1, 2017** Last Day of School for All Students
- Thursday, June 1, 2017** Graduation, Happy Day School, 1:15pm
- Friday, June 2, 2017** Last Day for 184-Day Staff
- Monday June 12, 2017** Start Date for Rotary Camp Program

Respectfully Submitted,



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Beverly Puleo, Assistant to the Superintendent



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Ralph Kletzien, President



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Michelle Sahr, Secretary