

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

May 16, 2018
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Michelle Sahr; called the regular meeting to order at 5:02pm.

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 Superintendent)

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

Guests present: Bonnie Taylor, Phil Miller, CEO, Portage Industries, Inc., Mike Horning,
Education Alternatives, Ron Habowski, Labor Consultant, Christina Mathews,
Robin Howard, Casey Howard, Terry Dunlap, Bill Ullman, Independence,
Inc., Sandy Craft, Sharon Aquino
Staff: L Buchanan, D. Lemasters, K. Holbert, C. West, N. Nadasky, D.
Kempisty, K. Hill, C. Smith, S. Pritts, S. Eddy, J. Bobek, D. Harrod, J.
Fetterolf, M. Wright, M. Brown, M. McDonald, B. Gregg

Public Comment: Susie Eddy, Temporary Head Cook, noted her concerns to the possible
elimination of the Head Cook position at Happy Day School. She noted
the job responsibilities and the recent Health Department inspection.
Sharon Aquino, Beneficiary, expressed the necessity of physical therapy
services and that with this service she has been able to walk for the first
time.

Adopted a motion to approve minutes from Regular Meeting April 18, 2018,

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

Motioned to approve the agenda for April 18, 2018 Regular Meeting as presented at table.

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

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

Motion by J. Gargan
Second by W. Tarver
Motion carried by voice voter

Motioned for the Acceptance of the April 30, 2018 Financial Report.

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

Board Committee report(s) for the month: Financial/Human Resources, Monday, May 14, 2018, 1:30pm, Cheri Michael, Chair, Kelly Butler, member, Tim Moran, member

- The Chair thanked the Superintendent and Management Team for their preparedness for the meeting.
- **Purchase of school buses through OSC bid – Resolution 18-05-02**
- Tom Byich spoke on the need for two new school buses for transporting our students who attend HDS. One of the fleet has 175,000 miles on it. And there are two that have serious structural issues that are a definite safety concern. We haven't purchased a new school bus in ten years. Bid packages were put together through Ohio School Council which saves us a significant amount on the purchase price. Also, the adult transportation vehicles we have will no longer be used by the Board so they will be going to auction before July 1st. They are notifying providers in our county in case any may be interested in purchasing those vehicles.
- **CCIP Grant Revision – Resolution 18-05-03**
- Alicia Hall told the committee that interviews have been completed for the Transition Coordinator position. This position is 199 days per year so the person would work from the beginning of the school year through the end of June. At this point in the year, the end of June is soon approaching so it didn't make sense to extend an offer to a candidate who would only have a few weeks of work right before a long break. So the grant has been revised for this school year to cover other things needed such as technology, equipment, and supplies. The new grant for next year would go back to covering the salary and benefits of the transition coordinator. They look to hire for that position this summer with the candidate start date to be in August with the start of school.
- **Renewal of liability/property/fleet/violence/pollution/cyber insurance coverage for 7/1/18-7/1/19 – Resolution 18-05-04**
- Diane Cotton updated us on the cost of our annual premium. There was a 35% decrease in the liability portion of the coverage because the Board will no longer be direct care providers.

Our committee would recommend approval of this resolution.

- **Lease agreement with PI Inc. – Resolution 18-05-05**
- As of Monday, Gina and Phil Miller were continuing to work out the final details of the 12 month lease agreement for PI Inc.'s use of space at the work shop. We were all hoping to see the resolution to vote on tonight as our committee would recommend your approval on this.
- **Speech and OT/PT payments for Rotary Camp participants currently enrolled at HDS -** Over previous years these therapies for ESY for HDS students attending camp has been covered by the Board. It is the local school districts responsibility to cover the cost of therapy for these students. Due to the fact it is so late in the year for us to address that issue, Alicia will be communicating with our local school districts for charges that will be seen during next year's camp.
- **Sale of vehicles/equipment**
- We have equipment at PI and we also have some adult transport vehicles that will no longer be needed after the transition. This discussion was informational only since the superintendent has the authority for decisions made re the selling of equipment.
- **Lease of other space at PI**
- Diane has been contacted re interest of leasing unused space at the PI building that would be available after the month of July. This item will be discussed again as we move forward.
- **OACB Financial Review scheduled for Friday, June 22, 2018**
- Rick Black from OACB will be here working with all of our directors and managers for an all-day training. Some of the topics being covered are cost projection, TCM productivity, and 10 yr. production.
- **Levy Campaign Timeline**
- We passed a resolution last month for placing the levy on the November ballot. There has been a House Bill re levy language that has changed. We will need to update our levy language and have an updated resolution to reflect these changes.
- A questionnaire asking for help in various areas with the levy campaign will be sent out the first week of August. Since we will no longer be a provider, we need to consider how we are going to reach our population with levy information. Printed material will now need to be mailed out. This will be an added expense to limited levy funds available.
- **Recommendation of Physical Therapy Services from Request for Proposals**
- Two companies made proposals from our request for services. The Blick Center already provides many of these same services in Summit County. Selecting them with their previous experience also brings a new provider into our county.

Motioned to approve Resolution 18-05-01 for the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of April 2018

RESOLUTION 18-05-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF APRIL 2018

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of April 2018 as specified below: and

To:	From:	
Happy Day School	Trinity Lutheran Church/highlighted mission	\$229.00
	Aurora One Fund	2532.94
Total		\$2761.94

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: Gina Brown, Superintendent, & Diane Cotton, Director Business Management

The resolution was moved by **Carol J. Fruscella** 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,	aye	Cheri Michael,aye	
Timothy Moran	aye	William Tarver,	aye
		Michelle Sahr,	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 meeting held on **May 16, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.

Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 18-05-02 for Authorization to Purchase from School Bus Bids Received by Ohio Schools Council Cooperative Purchasing Association for the purchase of two

(2) transit school buses to Myers Equipment Corporation, 8860 Akron Canfield Road, Canfield, Ohio 44406, at a cost of one hundred six thousand, four hundred eighty-four dollars (\$106,484.00) per vehicle for a total cost of two hundred twelve thousand, nine hundred sixty-eight dollars (\$212,968.00) as recommended by the Financial/Human Resources Committee

RESOLUTION 18-05-02

AUTHORIZATION TO PURCHASE FROM SCHOOL BUS BIDS RECEIVED BY OHIO SCHOOLS COUNCIL COOPERATIVE PURCHASING ASSOCIATION

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is a member of the Ohio Schools Council; and

WHEREAS, on April 19, 2018, the Ohio Schools Council received bids for school buses on behalf of its members; and

WHEREAS, the Board authorizes the purchase of two (2) transit school bus chassis and bodies that were bid through the Ohio Schools Council; therefore be it

RESOLVED, the Board desires to purchase two (2) transit school bus chassis and bodies from the bids received through the Ohio Schools Council on April 19, 2018; and be it further

RESOLVED, that upon the recommendation of the Superintendent, the Director of Business Management and the Supervisor of Transportation Services, the Board hereby awards the bid for the purchase of two (2) transit school buses to Myers Equipment Corporation, 8860 Akron Canfield Road, Canfield, Ohio 44406, at a cost of one hundred six thousand, four hundred eighty-four dollars (\$106,484.00) per vehicle for a total cost of two hundred twelve thousand, nine hundred sixty-eight dollars (\$212,968.00); and be it further

RESOLVED, that upon approval of this resolution, the Superintendent or his/her designee is hereby authorized to take action to purchase the two (2) transit school buses from the Myers Equipment Corporation, 8860 Akron Canfield Road, Canfield, Ohio 44406.

Submitted by: Gina Brown, Superintendent; Thomas Byich, Supervisor of Transportation Services and Diane Cotton, Director of Business Management

The resolution was moved by **Cheri Michael** 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
John Gargan, aye
Timothy Moran, aye

Carol J. Fruscella, aye
Cheri Michael, aye
William Tarver, aye

Michelle Sahr, 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 16, 2018** and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion to approved Resolution 18-05-03 for Participation in the Ohio Department Of Education’s (ODE) Special Education, *Part B—Individuals with Disabilities Education Act (IDEA)* Grant Program for the 2017-2018 School Year Revision as recommended by the Financial/Human Resources Committee

RESOLUTION 18-05-03

PARTICIPATION IN THE OHIO DEPARTMENT OF EDUCATION’S (ODE) SPECIAL EDUCATION, *PART B—INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)* GRANT PROGRAM FOR THE 2017-2018 SCHOOL YEAR REVISION

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is eligible to receive federal flow-through dollars in the amount of forty thousand, two hundred eighty-five dollars and ninety-five cents (\$40,285.95) plus 2016-17 carryover funds of eighteen thousand, one hundred eighteen dollars and sixteen cents (\$18,118.16) by participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2017-2018 School Year; and

WHEREAS, these funds will be used for salaries, benefits, supplies and equipment; now therefore be it

RESOLVED, that the Board authorizes this revision in the use of services for ODE’s Special Education, *Part B—IDEA* grant program for the 2017-2018 school year; 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: Alicia Hall, Director of Education and Child Development, Gina Brown,

Superintendent and Diane Cotton, Director of Business Management

The resolution was moved by: **Cheri Michael** and seconded by **William Tarver**

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, 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 **May 16, 2018** and an accurate copy of said resolution will be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 18-05-04 Approval of Ohio School Plan (OSP) Insurance Renewal for the Period July 1, 2018 through July 1, 2019 in an amount not to exceed Forty Thousand Six Hundred Ninety-one Dollars (\$40,691.00) which represents an eleven percent (11%) Decrease from the 2017-2018 Annual Premium Amount through Hylant Administrative Services, LLC as recommended by the Financial/Human Resources Committee

RESOLUTION 18-05-04

APPROVAL OF OHIO SCHOOL PLAN INSURANCE RENEWAL FOR THE PERIOD JULY 1, 2018 THROUGH JULY 1, 2019 IN AN AMOUNT NOT TO EXCEED FORTY THOUSAND SIX HUNDRED NINETY-ONE DOLLARS (\$40,691.00)

WHEREAS, the Director of Business Management requested a renewal quote from the Ohio School Plan (OSP) for cyber, pollution, liability, violence, automobile, and property insurance for the period July 1, 2018 through July 1, 2019; and

WHEREAS, the Board has purchased liability, violence, automobile and property insurance through the OSP since 2008; and

WHEREAS, a quote was received from OSP in the premium amount of forty thousand six

hundred ninety-one dollars (\$40,691.00) for the period July 1, 2018 through July 1, 2019; and

WHEREAS, the Superintendent and Director of Business Management herein recommend acceptance of this premium renewal bid, representing an eleven and a half percent (11.5%) decrease 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 maximum premium of \$40,691.00, to OSP through Hylant Administrative Services, LLC for the period of July 1, 2018 through July 1, 2019; 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: Gina Brown, Superintendent and Diane Cotton, Director of Business Management

The resolution was moved by **Timothy Moran** and seconded by **Kelly Butler**

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 will 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	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver,	aye
		Michelle Sahr,	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 16, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion to approved Resolution 18-05-05 to Authorize Superintendent to Enter into a Contract with Portage Industries Inc. for Leasing Space at Portage Industries for the Purpose of Operating an Adult Day Supports Program for the Period of June 1, 2018 through May 31, 2019 in an amount payable to the Board of thirty-six thousand dollars (\$36,000.00) for the term of the agreement with an additional lease charge of one hundred seventy-nine dollars (\$179.00) per

month for the use of rooms 704, 707, 709 and 710 for a limited time period after June 1, 2018 as recommended by the Financial/Human Resources Committee April 9, 2018

RESOLUTION 18-05-05

AUTHORIZE SUPERINTENDENT TO ENTER INTO A CONTRACT WITH PORTAGE INDUSTRIES INC FOR LEASING SPACE AT PORTAGE INDUSTRIES FOR THE PURPOSE OF OPERATING AN ADULT DAY SUPPORTS PROGRAM FOR THE PERIOD OF JUNE 1, 2018 THROUGH MAY 31, 2019

WHEREAS, Portage Industries Inc. would like to continuing leasing space through the Portage County Board of Developmental Disabilities (Board); and

WHEREAS, the Board is transitioning its adult day services program to Portage Industries, Inc. (PI Inc) with a final transition date of June 1, 2018; and

WHEREAS, PI Inc would like to expand the space leased at the Board's Portage Industries' facility located at 7008 State Route 88, Ravenna, Ohio 44266 for the purpose of operating an adult day supports program for Board eligible individuals; and

WHEREAS, space is available at Portage Industries for lease for that purpose; now therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent to enter into an agreement with PI Inc for the lease of space as defined by the agreement for the period June 1, 2018 through May 31, 2019 in an amount payable to the Board of thirty-six thousand dollars (\$36,000.00) for the term of the agreement with an additional lease charge of one hundred seventy-nine dollars (\$179.00) per month for the use of rooms 704, 707, 709 and 710 for a limited time period after June 1, 2018; 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: Gina Brown, Interim Superintendent; Diane Cotton, Director of Business Management; & Michelle Dolensky, Director of Adult Services

The resolution was moved by **Kelly Butler** and seconded by **William Tarver**

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 Fruscella, aye

John Gargan, aye
Timothy Moran, aye

Cheri Michael, aye
William Tarver, aye

Michelle Sahr, 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 16, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 18-05-06 for Approval to Enter into a Contract with The Blick Center to Provide Physical Therapy Training and Habilitative Services for the Term of June 1, 2018 through May 31, 2019 in the amount not to exceed seventy-six thousand dollars (\$76,000.00) as recommended by the Financial/Human Resources Committee May 14, 2018

RESOLUTION 18-05-06

APPROVAL TO ENTER INTO A CONTRACT WITH THE BLICK CENTER TO PROVIDE PHYSICAL THERAPY TRAINING AND SERVICES FOR THE TERM OF JUNE 1, 2018 THROUGH MAY 31, 2019

WHEREAS, The Portage County Board of Developmental Disabilities (hereinafter “Board”) advertised for requests for proposals for the provision of adult physical therapy training and services to be provided to Board eligible individuals age 18 and older; and

WHEREAS, Two (2) proposals were received as listed below;

Company	Physical Therapist Hourly Rate	Physical Therapist Assistant Hourly Rate
<i>Portage Physical Therapists</i> 771 N Freedom St, Ravenna, Ohio 44266	\$95.00	\$67.00
<i>The Blick Center</i> 640 W Market St, Akron, Ohio 44303	\$83.00	\$58.00

WHEREAS, It is the desire of the Board to enter into a one (1) year contract with The Blick Center (hereinafter “Vendor”) for the period June 1, 2018 through May 31, 2019 to provide adult physical therapy training and services to those Board eligible individuals age 18 and older; and therefore, be it

RESOLVED, that the Board authorizes entry into a contract with the Vendor for the term of June 1, 2018 through May 31, 2019 in the amount not to exceed seventy-six thousand dollars (\$76,000.00); and be it further

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

Submitted by: Gina Brown, Superintendent; Michelle Dolensky, Director of Adult Services; and Diane Cotton, Director of Business Management,

The resolution was moved by **Timothy Moran** and 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,	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver.	aye
		Michelle Sahr,	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 **May 16, 2018**, and an accurate copy of said resolution will be located in the official minutes of the Board.

Beverly Puleo

 Beverly Puleo, Assistant to the Superintendent

Motioned to approve Norbert P Schutte, M.D. as the 2018 physician to perform the 'T8' physicals required for School Transportation Drivers as per OAC 3301-83-07(B).

Motion by K. Butler
Second by C. Fruscella

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

The Board was presented for First Reading of Policy 6.26 Social Media Comments with scheduled adoption at the June 20, 2018 regular Board meeting.

Reviewed April 2018 Management Reports: Technology Report at table

Reviewed April 2018 Personnel Report

Recap of Personnel Actions for April 2018

- As of April 2018, there were 126 employees including six (6) intermittent positions and seven (7) vacancies.

Positions Added/Abolished:

Abolished: Adult Services Instructor Specialist, 240 days, 7 hrs/day (Adult Services) - Vacated July 2017
Business Office Assistant, 260/261/262 days, 8 hrs/day (Fiscal)
Waiver Specialist/Provider Compliance, Part-time (Service & Support Administration)
Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance)

Added: Waiver Specialist, 260/261/262 days, 8 hrs/day (Administration)
Director of Community & Provider Relations, 260/261/262 days, 8 hrs/day (Community & Provider Relations)
Behavior Support Liaison, 260/261/262 days, 8 hrs/day (Community & Provider Relations)
Nursing Support Manager, 260/261/262 days, 8 hrs/day (Community & Provider Relations)

Job Postings/Vacancies

Account Clerk I, 240 days, 8 hrs/day (Transportation), vacant August 25, 2016, posted August 17-31, 2016, Vacant
Head Cook, 184 days, 8 hrs/day (Children's Services, vacant December 31, 27, posted February 12-16, 2018, Vacant
School-Age Transition Coordinator, 199 days, 8 hrs/day (Children's Services), vacant May 12, 2017, Posted February 28-March 16, 2018, Vacant
Waiver Specialist, 260/261/262 days, 8 hrs/day (Administration), vacant April 1, 2018, Posted April 20-May 4, 2018, Filled July 2, 2018
Director of Community & Provider Relations, 260/261/262 days, 8 hrs/day (Community & Provider Relations), vacant April 18, 2018, Posted April 27, May 4, 2018, Vacant
Behavior Support Liaison, 260/261/262 days, 8 hrs/day (Community & Provider Relations), vacant April 18, 2018, Posted April 27, May 4, 2018, Vacant
Nursing Support Manager, 260/261/262 days, 8 hrs/day (Community & Provider Relations), vacant April 18, 2018, Posted April 27, May 4, 2018, Filled June 1, 2018

Supplemental Positions:

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

New Hires:**Promotions/Transfers:****Reclassifications:****Additional Assignments:**

Supplemental Agreements:**Separations:****Retirements:**

Reviewed April 2018 Enrollment Report with enrollment of 945 beneficiaries for the month of April representing an increase of forty-two (42) and a decrease of thirty-nine (39) beneficiaries from March 2018.

The Superintendent reported on the following:

- The Ohio Department of Medicaid (ODM) periodically conducts reviews of Ohio's Home and Community Based Service (HCBS) waivers administered by the Department of Developmental Disabilities. ODM will be conducting a review of the Individual Options (IO) Waiver beginning in May 2018. We have not received any further communications. The individual chosen for the sample will be transferring to Stark Co.
- *ProviderGuidePlus* went live May 14. This online provider review and rating tool was developed to help guide people with developmental disabilities and families in their search for a provider, give provider agency information, and facilitate the assurance of high quality services. This is for agency providers only. County Boards cannot be rated. Communication will be sent to families in the near future.
- *Fix the list*. New rule was scheduled to start July 1. The state has agreed to postpone the effective date of the waiting list rule changes to September 1. This action gives county boards of DD more time to prepare staff members and families served for changes associated with the updated DD waiver waiting list.
- **Longevity and Competency-Based Add-on - STARTS JULY 1 2018** \$0.39 per 15 minute hour) added to regular HPC

****NOT On Site On Call or Participant Directed HPC****

At least 24 months of experience directly supporting people with DD

AND

At least 60 hours (aka "Total Credits" on the Direct Course website) or PATHS cert.

Independent providers

Submit experience and training through PSM

No fee for submitting application for competency-based add on to DODD website

Agency staff

Submit experience and training to employer

No application to DODD required

Direct service providers providing homemaker/personal care services to someone with developmental disabilities can earn up to \$1 more per hour **with** two years of experience and 60 additional hours of training.

To support those seeking this add-on, the Ohio Department of Developmental Disabilities has made more than 130 hours of free, web-based training available through *DirectCourse*. These courses are accredited by the National Alliance for Direct Support Professionals and are all applicable toward the training required for the proposed add-on.

The 60 hours of training needed for the add-on cannot include required training, such as the eight hours of training for new providers, or the annual Major Unusual Incidents training.

The add-on is not applicable for participant-directed homemaker/personal care services.

ONLY routine HPC employees are eligible.

DODD looks forward to approval of this proposed add-on by the Centers for Medicare and Medicaid Services, with a proposed effective date of July 1, 2018.

For more information, click on this link:

<http://dodd.ohio.gov/Communications/Lists/Posts/Post.aspx?ID=913>

There is a Live Chat on Competency and Longevity incentive on June 6, 2018. Go to Upcoming Trainings calendar to register.

- The Changing Face of Portage County Board of Developmental Disabilities presentation **Tuesday, June 19, 2018, 6:30-8:00pm**, Dennis Coble Administration Building. Join us for a presentation and conversation about the changes and challenges facing the people we serve in Portage County. The session will cover
 - ✓ the changing role of PCBDD from a “provider of services” to a “link to services,”
 - ✓ the challenges of attracting and retaining qualified providers to serve individuals in our county, and
 - ✓ the positional changes within our organization to meet these demands

The President announced Next Regular Board Meeting:

Wednesday, June 20, 2018 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

At 5:58pm, the Board entered Executive Session in the Board Room with possible action be taken following Executive Session.

Motion by C. Michael

Second by T. Moran

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 and Compensation of 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 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 7:47pm.

Motion by K. Butler

Second by T. Moran

Motion carried by roll call vote as follows: Kelly Butler, excused, 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 7:48pm (community members/staff needed to re-assemble)

Motion by C. Fruscella

Second by K. Butler

Motion carried.

Action taken from Executive Session.

Motion to Approve Resolution 18-05-07 for Approval Reinstatement of Position Previously Abolished/Change in Table of Organization

RESOLUTION 18-05-07

REINSTATEMENT OF POSITION PREVIOUSLY ABOLISHED/CHANGE IN TABLE OF ORGANIZATION

WHEREAS, the Board, by Resolution 18-04-04 on April 18, 2018 abolished, among other positions, one (1) Account Clerk II position from the Adult Services Table of Organization effective May 31, 2018; and

WHEREAS, the Board wishes to allow additional time for the Superintendent to review and evaluate the organization’s needs for clerical support going forward from the transition of adult services that begins June 1, 2018; and

WHEREAS, the Superintendent recommends to the Board that one (1) Account Clerk II, 240 days position in the Adult Services area of the Table of Organization is to be reinstated effective June 1, 2018; and,

WHEREAS, the Superintendent will conduct a review of clerical needs and report the results of said review to the Board at its August 2018 meeting; now therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities hereby rescinds the abolishment of one (1) Account Clerk II, 240 days position in the Adult Services area of the Table of Organization; and be it

RESOLVED, that the Superintendent or his/her designee is authorized to take any and all actions to carry out this resolution including conducting a review of clerical needs and reporting the results of said review to the Board at its August 2018 meeting

Submitted by: Gina Brown, Superintendent, Lynn Leslie, Director of Human Resources, and Michelle Dolensky, Director of Adult Services,

The resolution was moved by **Cheri Michael** 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,	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver,	aye
		Michelle Sahr,	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 16, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion to Approve Resolution 18-05-08 Approval of One (1)) New Management Classification and Placement of Said Classification on the 260/261/262 Management Salary Schedule

RESOLUTION 18-05-08

APPROVAL OF ONE (1) NEW MANAGEMENT CLASSIFICATION AND PLACEMENT OF SAID CLASSIFICATION ON THE 260/261/262 MANAGEMENT SALARY SCHEDULE

WHEREAS, the Board retains exclusive authority to add and delete the permanent full-time and part-time employment classifications listed in Board Policy *1.0 Powers and Duties of the Board—Appendix A*; and

WHEREAS, the Board, through Board Policy *1.0 Powers and Duties of the Board*, also retains the exclusive authority to place management-level employment classifications on particular levels of the Board’s Management Salary Schedule; and

WHEREAS, the Superintendent and the Director of Human Resources recommend creation of management-level employment classifications of *Community Outreach Coordinator* (Management Level Four,); and now therefore be it

RESOLVED, that the Board hereby approves the addition to the permanent full-time and part-time employment classifications in Section C of Board Policy *1.0 Powers and Duties of the Board—Appendix A* of:

- 1. *Community Outreach Coordinator* with placement on Level Four (4) of the 260-262 Day Management Salary Schedule;

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

Submitted by: Gina Brown, Superintendent and Lynn Leslie, Director of Human Resources.

The resolution was moved by **John Gargan** and seconded by **Kelly Butler**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities Financial/Human Resources Committee 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,	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 the

regular meeting held **May 16, 2108** and an accurate copy of said resolution is located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 7:54pm

Motion by T. Moran
Second by W. Tarver
Motion carried by voice vote.

INFORMATION

- Cancelled Until Further Notice** Board Eligible Family Swim, 6:00-7:30pm, Happy Day School
- Thursday, May 24, 2018** Annual School Picnic
- Thursday, May 24, 2018** St. Patrick's Band here to perform, 1:00-1:30, Happy Day School,
- Monday, May 28, 2018** Memorial Day/Agency Closed
- ➔ **Sunday, June 3, 2018** Parent Council, *Build a Gym, Build a Life*, 3rd Annual 5K Race and 1 Mile Fun Run, Walk or Roll, 9:00am, NEOMED
- ➔ **Tuesday, June 5, 2018** Graduation, 1:15pm , Happy Day School
- Tuesday, June 5, 2018** Last Day of School for All Students
- Wednesday, June 6, 2018** Last Day for 184-Day Staff
- Monday, June 11, 2018** Parent Council Meeting, 6:30pm, Happy Day School
- ➔ **Tuesday, June 19, 2018** *Changing Face of Portage County Board of Developmental Disabilities*, 6:30-8:00pm, Dennis M. Coble Administration Building, Board Room

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



John Gargan, Secretary