

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

May 18, 2016
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Cheri Michael called the regular meeting to order at 5:06pm.

Board Members present by Roll Call:

Ralph Kletzien, Cheri Michael, Timothy Moran, Jeanne Schmidlin

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

O. Nagi, Supt., G. Brown, M. Condos, D. Cotton, L. Leslie, G. Paroz, B. Puleo, G. Slapnicker, K. Sumwalt, J. Vennetti, J. Weaver

Excused: K. Smith, J. Tetlow,

Guests present: Tatyana. Havel, Joe. Bica, J. Seaman J. Chamberlin, D. Honkala, Superintendent Ravenna School District, Marla Sisley

Staff: K. Anderson, M. Beichler, L. Buchanan, L. Cope, Kim Holbert, V. Marker, M. Peppard, E. Stidd, L. Wheaton

Motion to excuse absent Board Members: Kelly Butler, Thomas Cochran

Motion by R. Kletzien

Second by T. Moran

Motion carried by voice vote

Omar Nagi, Superintendent, introduced Arturo 'Keith' Mills, Special Education Services Developer, effective May 9, 2016

Marla Sisley, Program Coordinator, *People Together Program*, Arc of Summit and Portage Counties, gave the Board an update on the program and the positive outcomes of the program presented in Portage County school districts.

Adopted a motion to approve minutes from April 20, 2016 Regular Meeting on, as sent electronically.

Motion by T. Moran

Second by J. Schmidlin

Motion carried by voice vote.

Adopted a motion to approve the May 18, 2016 Agenda as presented at the table.

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

Public Comment:

Dennis Honkala, Superintendent, Ravenna School District, a Task Force member, noted that the Portage County school districts have contracted with *Edgewood Solutions*, to assist with issues of the lack of progress in the transition plan; representatives are speaking with the Board of Portage County Commissioners on May 31, 2016.

Tatsyana. Havel, Arc of Summit and Portage Counties, informed those in attendance of their Golf Outing to be held June 23, 2016. Flyers were left for distribution.

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 were approved in April 2016

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

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

Motioned to accept the April 30, 2016 Financial Report.

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

Motioned to approve Resolution 16-05-01 Acceptance of Gifts, Memorials, Grants, and Donations for the Month of April 2016 in the amount of \$1516.56

RESOLUTION 16-05-01

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

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

To:	From:	
Happy Day School	Aurora One Fund	1462.40
	United Way	54.16
Total		1516.56.

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** 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,	excused	Thomas Cochran,	excused
John Gargan,	aye	Ralph Kletzien,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		Cheri Michael,	aye

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **May 18, 2016**, 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 16-05-02 Request Approval of Fiscal Year 2017 Temporary Appropriation Budget in the amount of \$24,047,305.00

RESOLUTION 16-05-02

REQUEST APPROVAL OF FISCAL YEAR 2017 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 2017; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the fiscal year 2017 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 2017 Temporary Appropriation Budget in the amount of twenty-four million, forty-seven thousand, three hundred five dollars (\$24,047,305.00), with the individual fund amounts shown in the table below; and be it further

Account Number	Description	Temporary Budget
Fund 1340	DD Operating Fund	\$23,810,305.00
Fund 1343	IDEA Part B Grant	\$42,000.00
Fund 4100	Capital Fund	\$150,000.00
Fund 8104	Gift/Donation Fund	\$45,000.00
	TOTAL ALL FUNDS	\$24,047,305.00

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 2017 fiscal year as revenues and needs change.

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

The resolution was moved by **Timothy Moran** 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, excused Thomas Cochran, excused

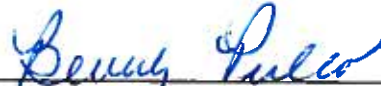
John Gargan, aye
Timothy Moran, aye

Ralph Kletzien, aye
Jeanne Schmidlin, aye

Cheri Michael, aye

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **May 18, 2016**, 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 16-05-03 Approval of Ohio School Plan Insurance (OSP) Renewal for the Period July 1, 2016 through July 1, 2017 in an amount not to exceed Fifty Thousand Six Hundred Sixty-Eight Dollars (\$50,668.00) which Represents a One Percent (1%) Decrease from the Previous Annual Premium Amount

RESOLUTION 16-05-03

APPROVAL OF OHIO SCHOOL PLAN INSURANCE RENEWAL FOR THE PERIOD JULY 1, 2016 THROUGH JULY 1, 2017 IN AN AMOUNT NOT TO EXCEED FIFTY THOUSAND SIX HUNDRED SIXTY-EIGHT DOLLARS (\$50,668.00)

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, 2016 through July 1, 2017; and

WHEREAS, a quote was received from OSP in the premium amount of fifty thousand six hundred sixty-eight dollars (\$50,668.00) for the period July 1, 2016 through July 1, 2017; and

WHEREAS, the Superintendent and Director of Business Management herein recommend acceptance of this premium renewal bid as it represents a one percent (1%) 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 premium of \$50,668.00, to OSP for the period of July 1, 2016 through July 1, 2017; 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 **Ralph Kletzien** and seconded by **Timothy Moran**

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,	excused	Thomas Cochran,	excused
John Gargan,	aye	Ralph Kletzien,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		Cheri Michael,	aye

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **May 18, 2016**, 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 Robinson Health Affiliates, Inc. dba Working Partners as the 2016 physician(s) to perform the 'T8' physicals required for School Transportation Drivers as per OAC 3301-83-07(B)

Motion by **Jeanne Schmidlin** and seconded by **Timothy Moran**

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

The Board was presented for a first reading of Policy 7.10 *Property Inventory*

Reviewed April 2016 Management Reports—Gary Slapnicker HIPAA and Information Technology Manager, reviewed Technology Report

Reviewed April 2016 Personnel Report. Lynn Leslie, Director of Human Resources, noted the

abolishment of a Vehicle Operator w/o CDL position in Transportation

Recap of Personnel Actions for April 2016:

- As of April 30, 2016, there were 182 employees including eighteen (18) intermittent positions with six (6) vacancies.
- There are four (4) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there

Positions Added/Abolished:

Abolishment of a Vehicle Operator w/o CDL position in Transportation;

Job Postings/Vacancies

Special Education Services Developer, 242 days/year, 8 hrs/day (Children's Services), posted October 1-16, 2015, New, Vacant, Extended November 23-December 11, 2015, filled, effective May 9, 2016

Director of Education & Child Development, 260-262 days/year, 8 hrs/day (Children's Services), vacant December 31, 2015, posted February 17-March 11, 2016, Vacant

Account Clerk II, 260-262 days, 8 hrs/day (Fiscal), vacant February 19, 2016, posted March 17-April 1, 2016, Vacant

Language Development Specialist, 240 days, 7 hrs/day (Children's Services), vacant April 15, 2016, posted March 18-April 1, 2016, Vacant

Medicaid Services Manager [Temporary] (Administration), vacant April 12, 2016, posted April 13-22, 2016

Supplemental Positions:

Softball Coach (April-June), vacant February 12, 2016, posted April 13-22, 2016, Filled May 6, 2016

New Hires:

Promotions/Transfers

Reclassifications

Additional Assignments:

Supplemental Agreements:

Separations:

- Steven Chapman Substitute Vehicle Operator (Transportation), effective April 11, 2016
- Ronald Overberger Substitute Vehicle Operator (Transportation), effective April 11, 2016
- Karen Poole Vehicle Attendant, 240 days, 4 hrs/day (Transportation), effective April 15, 2016
- J. Michael Smith Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation), effective April 29, 2016
- Beverly Sovine Substitute Vehicle Attendant (Transportation), effective April 11, 2016
- Diana Wachsberger Language Development Specialist, 240 days, 7 hrs/day (Children's Services), April 15, 2016

Retirements:

Reviewed April 2016 Enrollment Report with enrollment of 947 beneficiaries for the month of April representing an increase of twenty-seven (27) and a decrease of fifteen (15) beneficiaries

from March 2016.

The Superintendent reported on the following:

- **Appointment offer extended for the Director of Education and Child Development:** Completed second interview of two final candidates for consideration. Offer extended and working through onboarding process. Anticipate June 13 start date.
- **Medicaid Services Manager Position update:** Our Medicaid Services Manager has been out on leave for the past two months. We have shifted some job responsibilities and asked Habilitation Manager, John Snyder for interim support. We have reduced billing backlog to about 10 issues. Looking at longer-term supports.
- **Transportation Provider Meeting on April 22:** Portage County Board of DD hosted our first Transportation Services Provider Forum Friday, April 22 from 10am to 12pm. We had 10 different agency providers attending the forum. Established quarterly meetings basis to build our collective partnerships and prepare for the transition.
- **Good Life Trainings Started in April:** Transportation, Adult Services and Happy Day staff all started *Good Life* Training sessions in April. The *Good Life* Facilitator team will continue with regular meetings and activities throughout the year.
- **Disability Rights Ohio (DRO) Filed a Lawsuit Suit on March 31 against Department of Developmental Disabilities and the Governor:** Disability Rights Ohio filed a class action lawsuit on March 31 against the Department of Developmental Disabilities and the Governor.
- **Spring Conference May 12 13th:** Spring conference was May 12 and 13th. Attended the Systems Transformation track. Topics included building provider relations and capacity. Our Provider Forums is a key element to developing good provider relations and quality services.
- **Staff Appreciation Luncheon June 3:** Happy Day will have lunch with Staff and acknowledge the work and efforts given as we worked through the past 8 months.
- **Rotary Camp: Open House June 10—1:00pm to 2:30pm. First day June 13.**
- **Task Force Second Meeting:** May 9 1:30pm to 3:00pm. Shared Board started investigating other models that have changed near Portage County.

The President announced the next regular Board meeting is June 15, 2016, 5:00pm, Dennis M. Coble Administration Building

At 6:06pm, the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by T. Moran

Second by J. Schmidlin

For the following identified reason:

- (x) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; indicate reason: compensation of a public employee
- () To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;
- () Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or intimate court action;

- (x) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- () Matters required to be kept confidential by federal law or rules or state statutes.
- () Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public boy of public office.

The aforesaid motion having been put to a roll call vote, the results of which were as follows:

NOT VOTING	PRESENT		BOARD MEMBER
	YES	NO	
(x)	()	()	KELLY BUTLER
(x)	()	()	THOMAS COCHRAN
()	(x)	()	JOHN GARGAN JR
()	(x)	()	RALPH KLETZIEN
()	(x)	()	CHERI MICHAEL
()	(x)	()	TIMOTHY MORAN
()	(x)	()	JEANNE SCHMIDLIN

Motion to adjourn executive session at 8:16pm

Motion by T. Moran

Second by J. Schmidlin

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

Motion to return to open session 8:17pm

Motion by J. Gargan

Second by R. Kletzien

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 8:18pm

Motion by T. Moran

Second by J. Gargan

Motion carried by voice vote.

INFORMATION

- Tuesdays, May 17, 24, 2016** Board Eligible Family Swim, Happy Day School, 6:00-7:30pm
(May 31 cancelled NO Lifeguard)
- Friday, May 13, 2016** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Thursday, May 26, 2016** Annual School Picnic-Early Intervention, Preschool, School-Age
- Monday, May 30, 2016** Memorial Day—Programs Closed
- Thursday, June 2, 2016** Last Day of School for All Students
- Friday, June 3, 2016** Last Day for 184-Day Staff/Recognition Luncheon
- Saturday, June 4, 2016** Special Olympics Medina Invitational
- Saturday, June 4, 2016** Special Olympics Volleyball Spring Games, Area 5/Mansfield
- Thursday, June 9, 2016** Rotary Camp staff training
- Friday, June 10, 2016** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Friday, June 10, 2016** Rotary Camp Open House, 1:00-2:30pm
- Friday, June 10, 2016** Special Olympics Fundraiser *Coffee and Canvas Event*
- Monday June 13-Friday July 29 2016** Rotary Camp Program (closed week of July 4-8, 2016)
- Sunday, June 19, 2016** Parent Council *Build a Gym, Build a Life* 1 Mile Fun Run Walk or Roll, (walk at 8:00am; 5K at 9:30am), hosted by *Sequoia Wellness, The NEW Center*, NEOMED Campus, Rootstown
- Friday-Sunday, June 24-26, 2016** Special Olympics State Games, Columbus
- Thursday, June 2, 2016** Last Day of School for All Students
- Friday, June 3, 2016** Last Day for 184-Day Staff
- Thursday, June 9, 2016** Rotary Camp staff here for training
- Friday, June 10, 2016** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Friday, June 10, 2016** Rotary Camp Open House, 1:00-2:30pm
- Monday June 13, 2016** Start Date for Rotary Camp Program

Respectfully Submitted,


 Beverly Puleo, Assistant to the Superintendent


 Cheri Michael, President


 Kelly Butler, Secretary