

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

NOVEMBER 18, 2015
Followed Public Forum
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Timothy Moran called the regular meeting to order at 5:11pm.

Board Members present by Roll Call:

Kelly Butler, Thomas Cochran, John Gargan, Ralph Kletzien, Cheri Michael, Timothy Moran, Jeanne Schmidlin

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

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

Excused: G. Brown, K. Smith, J. Weaver

Guests present: Annette Dowling, Parent Council for Portage DD, Dr. Paul Lynn, Buckeye Residential Services, Amber Younkin, Robert Younkin, Phil Miller, CEO, Portage Industries, Inc., Nancy Schauer, Christina Mathews
Staff: K. Anderson, B. Orth, L. Wheaton

Cheri Michael, President and Annette Dowling, representing Parent Council for Portage DD presented a check from the October 2015 Silent Auction and Craft Show, and Phil Miller, CEO, Portage Industries, Inc., presented a check from the 2015 Benefit Golf Outing to the Citizens' Committee for Developmental Disabilities.

Adopted a motion to approve minutes from Regular Meeting on October 21, 2015, as sent electronically with no corrections/additions/deletions

Motion by C. Michael

Second by J. Schmidlin

Motion carried by voice vote.

Adopted a motion to approve the November 18, 2015 Agenda as presented at the table.

Motion by J. Gargan

Second by J. Schmidlin

Motion carried by voice vote.

Public Comment: Ms. Schulte-Haddle had a question as the procedure for posting Board minutes on the website. It was explained minutes are posted after Board approval.

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. 2016 Contract with Gary Ludwick doing business as *Gary's Commercial Maintenance* for HVAC Maintenance Services for the term January 1, 2016 through December 31, 2016 in an amount not to exceed Twenty-Five Thousand, Eight Hundred Dollars (\$25,800.00) (4% increase, but no increase in 2015)
2. 2016 Contract with *United Disability Services* for the Provision of Adult Day Support/ Vocational Habilitation Services to One (1) Individual not Enrolled on an Individual Options (IO) or Level One Waiver for an Effective Period of January 1, 2016 through December 31, 2016 in an amount not to exceed Nine Thousand, Nine Hundred Sixty Dollars (\$9,960.00) (29% decrease)
3. 2016 Contract with *Goodwill Industries* of Akron, Ohio for the Provision of Adult Day Support/Vocational Habilitation Services to One (1) Individual not enrolled on an Individual Options (IO) or Level One Waiver for an Effective Period of January 1, 2016 through December 31, 2016 in an amount not to exceed Nine Thousand, Nine Hundred Sixty Dollars (\$9,960.00) (0% increase)
4. 2016 Contract with *Family and Community Services Properties, Inc.* for Tower Rental for the term January 1, 2016 through December 31, 2016 in an amount not to exceed One Thousand Two Hundred Dollars (\$1,200.00) (0% increase)
5. Contract with *Robinson Health Affiliates* for the Provision of Department of Transportation (DOT) Drug/Alcohol Testing and Training through the Portage County Drug & Alcohol Testing Consortium for the Period January 1, 2016 Through December 31, 2016 in an amount not to exceed Two Thousand Six Hundred Dollars (\$2600.00) (0% increase)

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

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

Motioned to accept the October 31, 2015 Financial Report.

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

Motioned to approve Resolution 15-11-01 the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of October 2015 in the amount of \$1,706.32

RESOLUTION 15-11-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF OCTOBER 2015

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

To:	From:	
Happy Day School	Aurora One Fund	1,706.32
Total		1,706.32

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 grant s 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 **Thomas Cochran**

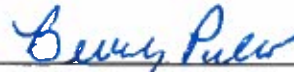
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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 **November 18, 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 15-11-02 with Specification to the Auditor of Portage County that the Portage County Board of Developmental Disabilities asserts that it has Sufficient Funds to Meet its Commitment For The Nonfederal Share Of Medicaid Targeted Case Management (TCM) and Home and Community-Based Services Waiver Expenditures as Required by Ohio Revised Code Sections 5126.059 And 5126.0510 in Calendar Year 2016 with an Estimated Total of Eight Million, Five Hundred Twenty-Four Thousand Dollars (\$8,524,000.00)

RESOLUTION 15-11-02

SPECIFICATION TO THE AUDITOR OF PORTAGE COUNTY THAT THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES ASSERTS THAT IT HAS SUFFICIENT FUNDS TO MEET ITS COMMITMENT FOR THE NONFEDERAL SHARE OF MEDICAID TARGETED CASE MANAGEMENT (TCM) AND HOME AND COMMUNITY-BASED SERVICES WAIVER EXPENDITURES AS REQUIRED BY OHIO REVISED CODE SECTIONS 5126.059 AND 5126.0510 IN CALENDAR YEAR 2016

WHEREAS, per Ohio Revised Code (hereinafter ORC) § 5126.0510, the Portage County Board of Developmental Disabilities (hereinafter Board) is required to pay the nonfederal share of Medicaid expenditures for home and community-based services provided to individuals with developmental disabilities whom the Board determines are eligible for Board services under §5126.041 of the ORC; and

WHEREAS, each year, per ORC §5126.0511, the Board is required to adopt a resolution specifying the amount of state and local funds the Board will use in the next year to pay the nonfederal share of the Medicaid expenditures required by § 5126.059 and §5126.0510 of the ORC the Board is required to pay; and

WHEREAS, the amount specified shall be adequate to assure that the services for which the Medicaid expenditures are made will be available in the county in a manner that conforms to all applicable state and federal laws; and

WHEREAS, it is fully understood that payment of the nonfederal share represents an ongoing financial commitment of the Board; and

WHEREAS, the Director of Business Management and Medicaid Services Manager have estimated that a total of eight million, five hundred twenty-four thousand dollars (\$8,524,000.00) for calendar year 2016 will need to be allocated to pay for the nonfederal share of Medicaid services as required by ORC §5126.059 and §5126.0510; now therefore be it

RESOLVED, that the Board adopts this resolution specifying that the amount of funds it herein authorizes the Superintendent to use in the next year to pay the nonfederal share of the Medicaid expenditures required by §5126.059 and §5126.0510 of the ORC is estimated at a total of for calendar year 2016; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby directed to forthwith

communicate this resolution to the Auditor of Portage County; 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: Omar Nagi, Superintendent; Diane Cotton, Director of Business Management; and Jon Tetlow, Medicaid Services Manager.

The resolution was moved by **John Gargan** 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	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 **November 18, 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 15-10-03 Resolution 15-11-03 for Approval of a Contract with the North East Ohio Network (Neon) For Council of Government Expenditures in an Amount Not To Exceed Four Hundred Sixty Thousand Dollars (\$460,000.00) For the Period January 1, 2016 through December 31, 2016

RESOLUTION 15-11-03

APPROVAL OF A CONTRACT WITH THE NORTH EAST OHIO NETWORK (NEON) FOR COUNCIL OF GOVERNMENT EXPENDITURES IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED SIXTY THOUSAND DOLLARS (\$460,000.00) FOR THE PERIOD JANUARY 1, 2016 THROUGH DECEMBER 31, 2016

WHEREAS, in 1999, the Portage County Board of Developmental Disabilities (hereinafter Board) and The North East Ohio Network (hereinafter NEON), a Council of Governments (COG) established under Chapter 167 of the Ohio Revised Code,

entered into an agreement (Contract # 290 099 00028) to establish a relationship under which NEON would undertake certain administrative actions on behalf of the Board related to the administration of residential services; and

WHEREAS, NEON, on behalf of and upon approval of the Superintendent or his/her designee, uses Board-provided levy and state-generated funds for the payment and/or administration of various Board functions and services, such as supported living services, other residentially-related services, quality assurance nursing reviews, backup major unusual incident investigative services, Family Support Services Program administration, delegated nursing training, and other community-based services and supports; and

WHEREAS, it is desirable that the relationship between the Board and NEON continue so that NEON can continue to perform such functions during 2016; now therefore be it

RESOLVED, that the Board herein authorizes entry into an agreement with NEON for the period of January 1, 2016 through December 31, 2016 for the performance of and payment by NEON, as authorized by the Superintendent or his/her designee for the functions and/or services listed above, in an amount to be provided to NEON by the Board not to exceed four hundred sixty thousand dollars (\$460,000.00) in calendar year 2016; and be it further

RESOLVED, that the Superintendent or his/her designee is further authorized 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 **Thomas Cochran** and seconded by **Jeanne Schmidlin**

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, Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **November 18, 2015**, 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

Reviewed October 2015 Management Reports—Technology and Transportation

Reviewed October 2015 Personnel Report as sent electronically. Lynn Leslie, Director of Human Resources, noted the review of positions is ongoing; noted the six position abolished as listed below.

Recap of Personnel Actions for October 2015:

- As of October 31, 2015, there were 208 employees including 35 intermittent positions with three (3) 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:

Adult Services Instructor Specialist, 240 days, 7 hrs/day (Adult Services)
Personal Service Assistant, 240 days, 6.5 hrs/day (Adult Services)
Personal Service Assistant (Part-time) (Adult Services)
Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services)
Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation)
Vehicle Operator w/CDL, 240 days, 4 hrs/day (Transportation)

Job Postings/Vacancies

Early Intervention Specialist, 240 days, 7 hrs/day (Children's Services), vacant June 12, 2015, posted June 18-July 10, 2015, filled October 3, 2015
Account Clerk II, 184 days, 8 hrs/day (Children's Services), vacant August 1, 2015, posted August 7-August 19, 2015, filled November 2, 2015
Habilitation Manager, 260-262 days, 8 hrs/day (Adult Services), posted October 1-16, 2015, vacant February 6, 2015
Special Education Services Developer, 242 days/year, 8 hrs/day (Children's Services), posted October 1-16, 2015, New

Supplemental Positions:

Assistant Track & Field Coach (April-June), *deadline extended*, vacant September 1, 2015, deadline extended, May 28-July 17, 2015, Vacant
Basketball Coach (November-March), vacant October 12, 2015, posted October 23-November 6, 2015, Vacant
Power Lifting/Weight Lifting Coach (September-May), vacant October 31, 2015, posted October 23-November 6, 2015, Vacant

New Hires:

Tracy Desatnik	Substitute Registered Service Assistant (Adult Services), effective October 8, 2015
James Gaurrich	Substitute Vehicle Attendant (Transportation), effective October 8, 2015
Ana Martin	Substitute Vehicle Attendant (Transportation), effective October 8, 2015
Ozzie Reichenbach	Substitute Vehicle Operator w/o CDL (Transportation), effective October 8, 2015
Pamela Walker	Substitute Instructor Assistant (Children's Services), effective October 8, 2015
Kaitlyn Warren	Early Intervention Specialist, 240 days, 7 hrs/day (Children's Services), effective October 8, 2015

Promotions/Transfers Reclassifications

Additional Assignments:

James Gaurrich	Substitute Registered Service Assistant (Adult Services), effective October 11, 2015
Pamela Walker	Substitute Typist 2 (Children's Services), effective October 8, 2015
Pamela Walker	Substitute Food Service Worker (Children's Services), October 8, 2015

Supplemental Agreements:

Connie Tarver	Recreation Program Coordinator (September - May), effective September 1, 2015
Patricia Wade	Recreation Program Coordinator (September - May), effective September 1, 2015
Lauren Myers	Recreation Program Assistant (September - May), effective September 1, 2015
Jamie Nichols	Special Olympics Coordinator (September - June), effective September 1, 2015
Sandra Osdyke	Track & Field Coach (April - June), effective September 1, 2015
<i>NOT YET FILLED</i>	Assistant Track & Field Coach (April - June)
Colleen Brown	Basketball Coach [3] (November - March), 9/1/15
Joshua Hartman	Basketball Coach [3] (November - March), [RESIGNED 10/9/15], effective September 1, 2015
George Paroz	Basketball Coach [3] (November - March), effective September 1, 2015
Danielle Furness	Soccer Coach (April - June), effective September 1, 2015
Jamie Alexander	Softball Coach [2] (April - June), effective September 1, 2015
Joshua Hartman	Softball Coach [2] (April - June), effective September 1, 2015
Diana Harrod	Swimming Coach (September - December), effective September 1, 2015
Scott Wilson	Assistant Swimming Coach (September - December), effective September 1, 2015
Sandra Osdyke	Cross-Country Nordic Skiing Coach (January - March), effective September 1, 2015

Jaime Nichols	Volleyball Coach (March - June), effective September 1, 2015
Denise Lee	Bowling Coach (March - June), effective September 1, 2015
Sandra Osdyke	Bocce Coach (April - June), effective September 1, 2015
Clarence Williams	Powerlifting/Weightlifting Coach (September - May), [RESIGNED 10/30/15], effective September 1, 2015

Separations:

Denise Lee	Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation), effective October 2, 2015
Denise Lee	Substitute Registered Service Assistant (Adult Services), effective October 2, 2015

Retirements:

Carolyn Bennett	Vehicle Operator w/CDL, 240 days, 4 hrs/day (Transportation), effective October 30, 2015
Nancy Myers	Vehicle Attendant, 240 days, 4 hrs/day (Transportation), effective October 30, 2015
Clarence Williams	Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective October 15, 2015

Reviewed October 2015 Enrollment Report with enrollment of 965 consumers for the month of September representing an increase of twenty-seven (27) and a decrease of sixty-four (42) consumers from September 2015.

The Superintendent reported on the following:

- Note dates of the Family and Community Forums in the Information Section at end of agenda;
- Levy Update: 69%/29651 yes votes; Thanked community supporters, families and staff for their efforts to pass the levy;
- PARTA letter in in the Information Folder at table explaining reason for not responding to the RFP; as there were no other responses to the RFP, can now contract for services with PARTA;
- *Benchmarks*: no response to date from DODD whether accepted or denied submitted response to DODD's requirements; there have been counties' Benchmarks that have not been accepted as presented;
- Habilitation Manager interviews to begin November 19, 23, 24, 2015
- Special Educations Services Coordinator; reposting positions only three applications received

The President announced the next regular Board meeting is December 16, 2015 Dennis M. Coble Administration Building

At 6:09pm, the Board entered Executive Session with no action to be taken following Executive Session.

Motion by J. Schmidlin
 Second by T. Cochran

For the following identified reason:

- () To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; indicate reason: _____
- () To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;
- () 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 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 7:03pm

Motion by R. Kletzien

Second by J. Schmidlin

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 7:03pm

Motion by J. Gargan
Second by T. Cochran
Motion carried.

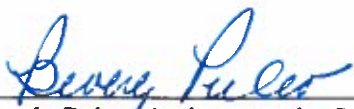
Action taken from Executive Session: No action taken
The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 7:03pm.

Motion by R. Kletzien
Second by K. Butler
Motion carried by voice vote.

INFORMATION

Tuesday, November 17, 24, 2015	Board Eligible Family Swim, Happy Day School, 6:00-7:30 p.m.
Tuesday, December 1, 8, 15, 2015	Board Eligible Family Swim, Happy Day School, 6:00-7:30 p.m.
Friday, November 20, 2015	Genetics Outreach Clinic, 9:00 a.m.-3:00 p.m.
<u>Sunday, November 22, 2015</u>	Thanksgiving Day Dinner, 1:00 p.m., Ravenna VFW Hall on New Milford Rd., Ravenna Moose Lodge 1234/Young Marines and Moose Minions will be serving
Thursday, November 26 & 27, 2015	Thanksgiving Break, ALL programs closed
Monday, December 7, 2015	Parent Council Meeting, 6:00 p.m., Happy Day School
<u>Monday, December 7, 2015</u>	Family & Community Forum, 6:00 p.m., Refresh Area, Portage Industries
Thursday, December 10, 2015	Annual School-Age Holiday Program, 1:15 p.m., Happy Day School
<u>Thursday, December 10, 2015</u>	Family & Community Forum, 6:00 p.m., Multipurpose Room, Happy Day School
Friday, December 18, 2015	Winter Graduation, 1:15 p.m., Happy Day School
December 21, 2015-January 3, 2016	Winter Break, All Programs Closed
Monday, January 4, 2016	All Programs Resume

Respectfully Submitted,


Beverly Puleo, Assistant to the Superintendent


Timothy Moran, President


Ralph Kletzien, Secretary