

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

**November 16, 2016**  
**Regular Meeting**  
**Dennis M. Coble Administration Building**

## MINUTES

President Cheri Michael called the regular meeting to order at 5:02pm.

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, G. Brown, D. Cotton, J. Kreiner, L. Leslie, B. Puleo, G. Slapnicker, G. Smith,  
K. Smith, J. Weaver

Excused: M. Condos, K. Sumwalt, J. Vennetti

Guests present: Christina Mathews, parent; Sandy Craft, Parent Mentor, Southeast School District, Robin Howard, Parent Mentor, Field School District; Amy Wheeler, parent; Phil Miller, CEO, Portage Industries, Inc., John White, Whitehouse Behavioral Health, Eugene Mills, community member  
Staff: ; K. Anderson, J. Bobek, L. Buchanan; J. Fetterolf; D. Gordon; L. Johnson; D. Lemasters; B. Orth; C. Mitchell; N. Nadasky; J. Salvatori; B. Taylor; C. West

Public Comment: none

Adopted a motion to approve minutes from October 19, 2016, Regular Meetings

Motion by T. Moran

Second by R. Kletzien

Motion carried by voice vote

Motioned to approve the agenda for November 16, 2016 as presented at table.

Motion by K. Butler

Second by J. Schmidlin

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. Approved 2017 Contract with *Family and Community Services Properties, Inc.* for Tower Rental for the term January 1, 2017 through December 31, 2017 in an amount not to exceed One Thousand Two Hundred Dollars (\$1,200.00) which reflects no increase from 2016 contract
2. Approved 2017 Contract with *Ronald J. Habowski, Esq.* for Labor Consultation and Collective Bargaining Services for the Term January 1, 2017 through December 31, 2017 in the amount of Twenty Five Thousand Dollars (\$25,000.00) which reflects a \$5,000 decrease from the 2016 contract
3. Approved 2017 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, 2017 through December 31, 2017 in an amount not to exceed Nine Thousand, Nine Hundred Sixty Dollars (\$9,960.00) which reflects no increase from the 2016 contract
4. Approved 2017 Contract with *Cerner Corporation* for Adult Day Supports Electronic Documentation and Tracking System Software Subscription Fees for the period of January 1, 2017 through December 31, 2017 in an amount not to exceed nine thousand one hundred ninety-two dollars (\$9,192.000)
5. Approved amendment to *Siffirin* contract 20160411 to add two thousand nine hundred fifty-five dollars (\$2,955.00) for the transporting of one (1) additional beneficiary for the term August 22, 2016 through December 31, 2016 in an amount not to exceed nine thousand five hundred seventy-four dollars and twenty cents (\$9,574.20)

Motion for the Ratification of the October 2016 Invoice Payments as authorized by the Superintendent

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

Motion for the Acceptance of the October 31, 2016 Financial Report

Motion by J. Gargan  
Second by T. Moran  
Motion carried by voice vote

Motioned to approve Resolution 16-11-01 Approval to enter into a contract with Hiram Farm Living and Learning Community for the provision of daily Adult Day Supports and Vocational Habilitation Services to two adults in an amount not to exceed seventy-four thousand, one hundred forty dollars and eighty cents (\$74,140.80) for up to 240 days of service per individual per calendar year for the period of January 1, 2017 through December 31, 2017 which reflects no

daily rate increase over 2016 contract

**RESOLUTION 16-11-01**

**APPROVAL TO ENTER INTO A CONTRACT WITH HIRAM FARM LIVING AND LEARNING COMMUNITY FOR THE PROVISION OF DAILY ADULT DAY SUPPORTS AND VOCATIONAL HABILITATION SERVICES TO TWO ADULTS IN AN AMOUNT NOT TO EXCEED SEVENTY-FOUR THOUSAND, ONE HUNDRED FORTY DOLLARS AND EIGHTY CENTS (\$74,140.80) FOR UP TO 240 DAYS OF SERVICE PER INDIVIDUAL PER CALENDAR YEAR FOR THE PERIOD OF JANUARY 1, 2017 THROUGH DECEMBER 31, 2017**

WHEREAS, Hiram Farm Living and Learning Community, 11571 State Route 700, Hiram, Ohio 44234 (hereinafter referred to as the Hiram Farm) is currently serving in its day program two individuals who exhibit significant behavioral deficits consisting of aggression and property destruction that may cause significant self-injury and who require one-to-one staffing support; and

WHEREAS, if Hiram Farm was to terminate its day program services to these two individuals, these individuals may seek day program services at Portage Industries and given the needs of these two individuals, both would require one-on-one staff support as they had both been previously so served at Portage Industries; and

WHEREAS, Hiram Farm is desirous of continuing to serve these two individuals and entering into a contract with the Board at an agreed upon per diem rate of reimbursement, now therefore be it

RESOLVED, the Board hereby approves and authorizes the Superintendent to enter into a contract with Hiram Farm for the provision of day program services to two individuals with significant behavioral needs in an amount not to exceed seventy-four thousand, one hundred forty dollars and eighty cents (\$74,140.80) for the delivery of services for the two individuals for the period of January 1, 2017 through December 31, 2017, an amount which reflects no daily rate increase over the current contract; 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: Omar Nagi, Superintendent

The resolution was moved by **Jeanne Schmidlin** and seconded by **Thomas Cochran**

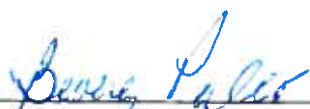
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

|                |     |                   |     |
|----------------|-----|-------------------|-----|
| Kelly Butler,  | aye | Thomas Cochran,   | aye |
| John Gargan,   | aye | Ralph Kletzien,   | aye |
| 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 **November 16, 2016**, 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 16-11-02 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, 2017 through December 31, 2017 which reflects no increase total amount of 2016 contract

**RESOLUTION 16-11-02**

**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, 2017 THROUGH DECEMBER 31, 2017**

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, provider compliance services, 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 2017; now therefore be it

RESOLVED, that the Board herein authorizes entry into an agreement with NEON for the period of January 1, 2017 through December 31, 2017 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 2017; 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 **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 | Thomas Cochran,   | aye |
| John Gargan,   | aye | Ralph Kletzien,   | aye |
| Timothy Moran, | aye | Jeanne Schmidlin, | aye |
|                |     | Cheri Michael,    | 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 16, 2016** and an accurate copy of said resolution will be located in the official minutes of the Board.

  
Beverly Puleo, Assistant to the Superintendent

Motioned to approved Resolution 16-11-03 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 2017 in an estimated amount of eight million, three hundred six thousand, one hundred dollars (\$8,306,100.00)

RESOLUTION 16-11-03

**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 2017**

- 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, three hundred six thousand, one hundred dollars (\$8,306,100.00) for calendar year 2017 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 Gary Smith, Medicaid Services Manager.

The resolution was moved by **Kelly Butler** 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 |
| 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 **November 16, 2016**, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
 \_\_\_\_\_  
 Beverly Puleo, Assistant to the Superintendent

After discussion, the Motion to approve Extension of 2014, 2015, 2016 Strategic Plan for two (2) years (2017-2018) was tabled until January 2017 regular meeting.

Motion by R. Kletzien

Second by T. Moran

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

No committee reports for the month.

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

Reviewed October Personnel Report—Lynn Leslie, Director of Human Resources noted a total of 167 employees down five (5) from the September 2016 report

**Recap of Personnel Actions for October 2016:**

- As of October 31, 2016, there were 167 employees including eleven (11) intermittent positions and four (4) 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:**

**Abolished:**

- Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services)
- Vehicle Attendant, 240 days, 4 hrs/day (Transportation)-**2 positions**

**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), vacant October 28, 2016, posted September 22-October 7, 2016, Vacant

**Supplemental Positions:****New Hires:****Promotions/Transfers**

Donna Bates-Ridenour Vehicle Operator w/o CDL, 240 days, 4 hrs/day to Vehicle Attendant 240 days, 4 hrs/day (Transportation) effective October 17, 2016

Larry Nething Vehicle Attendant, 240 days, 4 hrs/day to Vehicle Attendant 184 days, 4 hrs/day (Transportation), effective October 17, 2016

Melissa Smith Vehicle Operator w/CDL, 240 days, 4 hrs/day to Vehicle Operator w/CDL 184 days, 4 hrs/day (Transportation), effective October 17, 2016

**Reclassifications****Additional Assignments:****Supplemental Agreements:****Separations:**

Karen Anderson Vehicle Attendant, 240 days, 4 hrs/day (Transportation) | Remains as Sub Registered Service Worker in Adult Services, effective October 14, 2016

Loretta Daugherty Vehicle Attendant, 240 days, 4 hrs/day (Transportation), effective October 14, 2016

Tracy Heisler Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective October 21, 2016

George Paroz Director of Adult Services, 260/261/262 days, 8 hrs/day (Adult Services), effective October 28, 2016

Randy Rininger Substitute Registered Service Worker (Adult Services), effective October 17, 2016

Pamela Walker Substitute Instructor Assistant (Children's Services), effective October 14, 2016

**Retirements:**

Reviewed October 2016 Enrollment Report with enrollment 945 beneficiaries for the month of October representing an increase of twenty-five (25) and a decrease of eighteen (18) beneficiaries from September 2016

The Superintendent reported on the following:

- **Happy Day Task Force:** The Commissioners have contracted mediator services with Mr. Rob Stein to assist with the discussions of the Happy Day Task Force. Mr. Stein planned a meeting with the Directors of Special Education from the local schools on November 3. Four Special Education Directors and Happy Day School Director, Jan Kreiner attended the meeting. Mr. Stein is planning to meet with the school Treasurers on December 6. He has



been meeting with many different levels of stakeholders during this process. He plans on reporting back to the Commissioners his analysis of the situation and possible suggestions to help move discussions forward.

- **PARTA Contract Update:** We have been working closely with PARTA following the RFP process since we did not receive any proposals from other transportation providers to provide this service. PARTA has passenger population has been declining over the past several years. They have lost many more this past year with other provider options available and service delivery shifts. Currently there are only 28 people on waivers and 18 non-waiver passengers using their service. We are working with the passengers that have waivers find alternate NMT transportation providers before the end of the year. We will contract with PARTA to transport the passengers not on waivers for 2017.
- **Presentations for Family/Community Awareness:** October 25<sup>th</sup> Gary Tonks CEO from the Arc presented at the Ravenna Elks Club from 6 to 8pm. Gary talked about the recent reorganization of the Arc, supports, services and advocacy they offer people with disabilities and their families.
- December 13 Director Martin from the Department of Developmental Disabilities will present at the Ravenna Elks Club from 6 to 8pm. Director Martin will speak with families about the systemic changes affecting the state and DD services and his experiences as a parent and family of a child with a disability.
- We are planning with the Ohio Treasurers Office to plan a January Forum on the recently authorized STABLE savings account. This is a savings account that allows individuals with disabilities the ability to save and invest up to \$14,000 per year without losing government benefits such as Medicaid and SSI.
- February we are working on a Work Force Innovations Opportunities Act forum.
- **Impact Communications Group:** We continue to work with the Impact Group. We have completed a Communications Assessment meeting, Communications Training session, and several working templates to draft communications needs for agency. They assisted with drafting press releases, and recent event communications. We have created and scheduled over 40 Facebook and Twitter postings. We have maintained our engagement above 300%, 4,410 views registered, and 615 engagements of our information last month. We have connected our Website, Intranet, Facebook and Twitter accounts to push our communications uniformly across all mediums for improved communication consistency. We will continue to promote events, community activities, success stories, and information exchange.
- **Director of Adult Services Interviews:** We have selected four initial candidates to interview for the Director position with the Board. We have completed half the interviews and should be completed the next half next week. We will then evaluate the candidates and determine the next steps of the selection process.

The President announced the next Regular Board Meeting is Wednesday, December 21, 2016, 5:00pm at the Dennis M. Coble Administration Building

At 5:54p.m., the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by J. Schmidlin  
Second by R. Kletzien

For the following identified reason: NO Action to be taken

( 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: Superintendent Evaluation

- ( ) 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 body or public office.

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

| NOT VOTING | PRESENT |     | BOARD MEMBERS                        |
|------------|---------|-----|--------------------------------------|
|            | YES     | NO  |                                      |
| ( )        | ( x )   | ( ) | KELLY BUTLER                         |
| ( )        | ( x )   | ( ) | THOMAS COCHRAN                       |
| ( )        | ( x )   | ( ) | JOHN GARGAN JR (departure at 6:45pm) |
| ( )        | ( x )   | ( ) | RALPH KLETZIEN                       |
| ( )        | ( x )   | ( ) | CHERI MICHAEL                        |
| ( )        | ( x )   | ( ) | TIMOTHY MORAN                        |
| ( )        | ( x )   | ( ) | JEANNE SCHMIDLIN                     |

Motion to adjourn executive session at 7:20pm

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

Motion to return to open session 7:21pm

Motion by T. Cochran  
Second by T. Moran  
Motion carried.

No action taken from Executive Session.

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 7:22pm

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

**INFORMATION**

- Tuesdays, November 15, 22, 29, 2016** Board Eligible Family Swim, Happy Day School, 6:7:30pm
- Monday, November 14, 2016** Parent Council Meeting, Portage Industries, 6:30pm
- Sunday, November 20, 2016** Ravenna Moose 1234, Thanksgiving Dinner, 1:00pm, Ravenna VFW
- Thursday/Friday, ;November 24-25, 2016** Thanksgiving Break
- Saturday, December 3, 2016** Ravenna Elks Adult Services Christmas Party, Ravenna Elks Hall, 12:00-2:00pm
- Tuesdays, December 6, 13, 20, 2016** Board Eligible Family Swim, Happy Day School, 6:7:30pm
- Tuesday, December 13, 2016** DODD Director Martin Family Forum, Ravenna Elks, 6:00-8:00pm

Respectfully Submitted,

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Beverly Puleo, Assistant to the Superintendent

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Cheri Michael, President

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Kelly Butler, Secretary