

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

November 15, 2017

**Followed Presentation of 2018 Draft Annual Plan
Dennis M. Coble Administration Building**

MINUTES

President Ralph Kletzien called the regular meeting to order at 5:00pm.

Board Members present by Roll Call:

Kelly Butler, Carol Fruscella, John Gargan; Ralph Kletzien, Cheri Michael, Timothy Moran,
Michelle Sahr

A quorum is present.

Administrative Staff Present (absences noted by Interim Superintendent)

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

Excused: G. Slapnicker, K. Sumwalt

Guests present: see attached Guest Sign-in Form; Guest Sign-in Form does not reflect all those in attendance; there was standing room only following room capacity regulations

Gina Brown, Interim Superintendent, introduced Alicia Hall, Director of Education and Child Development, effective November 6, 2017

Public comment was presented by Jamey Chandler, Tom Burns, Hoyle L West Jr., Chris Montgomery, Kathleen Chandler and Antoinette Bednarik; all spoke in reference to the SSA Strike; Shannon Jarvis was scheduled to speak but did not attend the meeting, and Mr. Kletzien an e-mail from Renee Toth

Adopted a motion to approve minutes from Regular Meeting- October 18, 2017 Regular Meeting

Motion by T. Moran

Second by C. Michael

Motion carried by voice vote

Motioned to approve the agenda for November 15, 2017 Regular Meeting as presented at table.

Motion by M. Sahr
Second by T. Moran
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. 2018 Contract with *Marshall Information Services, LLC*. dba as *Primary Solutions* for the Provision of Medicaid Billing Services for the Documentation Period of January 1, 2018 through June 30, 2018 in an amount not to exceed twenty thousand dollars (\$20,000.00)
2. Amend Contract with *Alternative Workforce, Inc.* in an amount of twenty-four thousand, nine hundred fifty dollars (24,950.00) for the provision of security, consultation, and crisis management services during Portage County Educators Association for Developmentally Disabled, Unit B Strike, for the period September 21, 2017 through December 31, 2017 in an amount not to exceed forty-nine thousand dollars nine hundred fifty dollars (\$49,950.00)
3. *Hanna Security Group, LLC*. for the provision of security, consultation, and crisis management services during Portage County Educators Association for Developmentally Disabled, Unit B Strike, for the period November 13, 2017 through December 31, 2017 in an amount not to exceed twenty thousand dollars (\$20,000.00)

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

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

Motion for the Acceptance of the October 2017 Financial Report

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

Board Committee report(s) for the month: Program/Policy/Residential-November 13, 2017—
Cheri Michael, Chair

TRANSITION PLANNING

- PI/Admin building use in future:
Gina talked with the Commissioners re a lease with PI Inc. with a timeframe as relatively soon. There are many things to consider. Maintain separate internet connections or we could share the one line and charge them for their portion. Envisage has been contacted re the possible scenarios. Maybe we should have a temporary shared lease agreement to get us through the transition, and then at that time reevaluate. HR/Finance committee should meet

to discuss the Board personnel needs at the PI bldg. We need a basic space usage survey and map it out. Because there is a new settings rule, Phil Miller contacted DODD re the building being a "mixed use." They are OK with mixed use as long as there is a physical separation between the two entities. Our committee was not opposed to these ideas.

- Board services to be provided for private providers (OT/PT/Speech/Nursing/Training)
The Board currently provides these services at PI. The surveys that were done last June showed a high need in this area. We do need to reassess a bit to look at whether current treatments are rehabilitative or not. Moving forward through the transition we need to look at continuing to provide those therapies that are habilitative in nature for health and safety related issues. This would not include rehabilitative matters. Our committee would recommend looking into this with a cost containment point of view.
- Equipment sale vs. lease
We have some extra equipment and vehicles that need to be sold. A lot of the equipment is under \$2500 value, is not even useable, and may not sell. Maybe we could have an online auction for the equipment. The vehicles generally go to auction. Selling them is preferred because there would be a liability issue with leasing them.
- Individuals with 1:1 assistants that providers are not willing to serve
We currently serve four adult individuals who require 1:1 support. There is not a 1:1 Medicaid reimbursement. Private providers can refuse to accept an individual based on that reason. Diane stated we will work with the providers on resolving this issue. This does not need resolved at this time. It is just in the discussion stage right now as we are looking ahead to the end of the transition period.
- What to do with non-waiver agreements? Modify as individuals are added?
There are currently 17 individuals at PI that are non-waiver and will be selecting a provider. Diane is working on preparing contracts for next year for our current providers. She is going to write the contracts for the number of people they are currently serving. Those numbers might increase later next year as those 17 people make their choices of where they want to go. As those decisions are made, Diane will need to adjust their contracts and then bring the changes before the Board.
- Transition to the market rate throughout the lease with PI Inc.? (see #1)

REVIEW AMENDED POLICIES

3.48 Fringe Benefits – Reflects changes in health insurance premium payments by the Board and the employee. The changes marked are what have already been in place since April 1 of this year. This just brings the policy up to date. It now includes additional wording to show the two-step changes that occurred on September 1 of this year and also September 1, 2018. Our committee recommends to the Board to accept the changes to this policy.

9.01 Utilizing Medicaid Federal Financial Participation in the Provision of Services & Supports (non-waiver) – Updates to this policy were for adding the Self Waiver and took out the part about the board being a provider. Other changes of note are D5 addressing OT/PT/Speech wording re "rehabilitative" therapy services to read "habilitative". D7 Medicaid enrolled individual refusing to enroll on a waiver – after the transition, the Board will be charging the federal rate across the board so everyone is in line for the amount reimbursed with the Medicaid reimbursement amount. This Wednesday's Board meeting will be the first reading of this policy change and then we will be voting on this at the December Board meeting.

Re-Schedule/Schedule Board Committee Meetings:

Financial/Human Resources

Monday, December 11, 2017, 10:00am or 5:00pm

Program/Policy/Residential:

Monday, December 11, 2017, 10:00am or 5:00pm

Transportation/Facility:

Monday, December 11, 2017, 10:00am or 5:00pm

Motion to approve Resolution 17-11-01 for the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of October 2017 in the amount of \$1,506.87

RESOLUTION 17-11-01

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

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

| To: | From: | |
|---------------------------|----------------------|-------------------|
| Happy Day School | Aurora One Fund | 1,456.87 |
| In memory of Lois Corbitt | Rocky/Patricia Hurst | 25.00 |
| | Rita Kammerling | 25.00 |
| Total | | \$1,506.87 |

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, Interim Superintendent, & Diane Cotton, Director Business Management

The resolution was moved by **Carol J. Fruscella** seconded by **Cheri Michael**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to

the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

| | | | |
|----------------|-----|---------------------|-----|
| Kelly Butler, | aye | Carol J. Fruscella, | aye |
| John Gargan, | aye | Cheri Michael, | aye |
| Timothy Moran, | aye | Michelle Sahr, | aye |
| | | Ralph Kletzien, | aye |

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on November 15, 2017, and an accurate copy of said resolution may be located in the official minutes of the Board.



 Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 17-11-02 for Approval to Enter into a Contract with the Portage Area Regional Transportation Authority (PARTA) for the Provision of Daily Specialized Transportation Services to Adults for the term January 1, 2018 through December 31, 2018 in an amount not to exceed one hundred thousand dollars (\$100,000.00) which a 20% decrease from the 2017 agreement and the per trip rate reflects aa 3.5% increase from the 2017

RESOLUTION 17-11-02

APPROVAL TO ENTER INTO A CONTRACT WITH THE PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA) FOR THE PROVISION OF DAILY SPECIALIZED TRANSPORTATION SERVICES TO ADULTS

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) is responsible for either providing or arranging with private providers for the provision of daily specialized transportation services for approximately three hundred fifty (350) adults; and

WHEREAS, the Board has been utilizing specialized transportation services provided by the Portage Area Regional Transportation Authority (hereinafter referred to as PARTA) for over twenty years to help it meet its daily specialized transportation needs for adults; and

WHEREAS, the daily specialized transportation services provided by PARTA have been and continue to be safe, reliable, dependable, and cost-effective; and

WHEREAS, PARTA is willing and able to continue to provide daily specialized transportation services to adults and enter into a contract with the Board now, therefore, be it

RESOLVED, that the Board hereby approves and authorizes the Superintendent to enter into a one-year contract with PARTA for the provision of daily specialized transportation services to adults with an effective contractual span of January 1, 2018 through December 31, 2018 for an amount not to exceed one hundred thousand dollars (\$100,000.00), a 20% decrease from the 2017 agreement; and be it further

RESOLVED, that the per trip rate in the contract, will be sixteen dollars and twenty cents (\$16.20) as negotiated, a 3.5% increase from the 2017 agreement; 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 contract.

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

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

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 | Cheri Michael, | aye |
| Timothy Moran, | aye | Michelle Sahr | aye |
| | | Ralph Kletzien, | aye |

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **November 15, 2017**, and an accurate copy of said resolution may be located in the official minutes of the Board.


Beverly Puleo, Assistant to the Superintendent

Motioned to Amend as recommended by Program/Policy/Residential Recommendation:

Policy 3.48 *Fringe Benefits* to reflect current Health Insurance rates paid by the Board and Employees effective April 1, 2017

Motion by C. Michael

Second by T. Moran

Motion carried by voice vote.

First Reading Amendment as recommended by Program/Policy/Residential Recommendation:

Policy 9.01 *Utilizing Medicaid Federal Financial Participation in the Provision of Services & Supports* (non-waiver) to reflect revised rules; services offered by the Board; payment of such

Reviewed October 2017 Management Reports: Technology Report at table for Member's review

Reviewed October 2017 Personnel Reports: Lynn Leslie, Director of Human Resources reported 41 applications for the replacement of a Service and Support Administrator due to retirement

Recap of Personnel Actions for October 2017

- As of October 2017, there were 137 employees including eleven (11) intermittent positions and seven (7) vacancies.

Positions Added/Abolished:

Abolished: Account Clerk II, 184 days, 8 hrs/day (Children's Services)
Vehicle Attendant, 240 days, 4 hrs/day (Transportation)

Added:

Job Postings/Vacancies

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

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), 2 vacancies, November 30, 2016, November 16-December 2, 2016, (*reposted*) May 5-19, 2017 one Vacant, one filled effective July 31, 2017

Director of Education & Child Development, 260/261/262 days, 8 hrs/day (Children's Services), vacant July 21, 2017, posted June 5, 2017, filled, effective November 6, 2017

Instructor IV, 184 days, 7 hrs./day (Children's Services), vacant August 9, 2017, posted August 14-25, 2017, filled, effective November 6, 2017

Temporary Service & Support Administrator (Service and Support Administration), vacant October 4, 2017, posted October 12, 2017, until filled

Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), vacant October 30, 2017, posted October 3, 2017-November 10, 2017, Vacant

Supplemental Positions:

Basketball Coach [3] (November-March), vacant September 1, 2017, posted July 14-28, 2017, Vacant

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

New Hires:

Ana Martin (Recalled from Layoff) Vehicle Attendant, 184 days, 4 hrs/day
(Transportation), effective October 9, 2017
E. C. Temporary Service & Support Administrator (Service and Support
Administration), effective October 30, 2017
K. M. Temporary Service & Support Administrator (Service and Support
Administration), effective October 30, 2017
A. P. Temporary Service & Support Administrator (Service and Support
Administration), effective October 20, 2017
S. R. Temporary Service & Support Administrator (Service and Support
Administration), effective October 30, 2017
J. S. Temporary Service & Support Administrator (Service and Support
Administration), effective October 20, 2017

Promotions/Transfers:

Ozzie Reichenbach Vehicle Attendant, 240 days, 4 hrs/day to Vehicle Attendant, 184 days,
4 hrs/day (Transportation) effective October 9, 2017

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

Cheryl Anderson Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective
October 13, 2017
Micheline Core-Miller Account Clerk II, 184 days, 8 hrs/day (Children's Services),
effective October 10, 2017
James Tackett Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation),
effective October 13, 2017

Retirements:

Linda Cope Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support
Administration), effective October 31, 2017

Reviewed October 2017 Enrollment Report with enrollment 966 beneficiaries for the month of
October representing an increase of ten (10) and a decrease of fourteen (14) beneficiaries from
September 2017.

The Interim Superintendent reported on the following:

- **Transition Committee Update:** The transition committee met November 7. Chairs of each
Work Team attended shared the outcomes of their meeting.
The teams consist of Administration, Business Office, Human Resources, Service and
Support Administration, Information Technology, Transportation and Health and Safety.

Stakeholders will be invited to each team to help with the planning and communication needs of each team.

Family Forum to discuss transition information will be were held 10/26. 30-40 people attended the am session and 7-10 attended the evening session.

A Provider Fair was held 11/9/2017 to assist individuals in meeting new day program and transportation providers. 15-20 providers were on hand to share information.

- **New Rules DODD**

- 1 1/2 Over time and limit to the number of hours worked by an independent provider— Beginning 2/1/2018, services provider over 60 hours must be approved by the SSA or due to an emergency. Anticipated events that will result in exceeding 60 hours need to be identified in the assessment process.

It is the responsibility of the provider to inform the SSA of the number of individuals he or she works for across the state of Ohio.

County Board has to implement a written procedure for the provider to notify the SSA when it requires them to work over 60 hours.

- 1/1 On site on call rates- Rates have been increased 5% due to the increase in Ohio's Minimum wage.

- Each county was sent a list of those with OSOC

- On Tuesday, October 24, 2017, the House Civil Justice Committee held OPPONENT/INTERESTED PARTY Testimony on House Bill 271 (Accessibility Law Violations). The bill would create a system of advanced notification to businesses for an alleged violation of the Americans with Disabilities Act. There were four witnesses present to testify and one witness who submitted written testimony. Members of the committee asked witnesses how the bill might be improved so that it provided incentives for businesses to comply with the ADA

- On 10/25, transportation stakeholders from across the state participated in the second annual Transportation Equity Forum, coordinated by Services for Independent Living. State Representative Bill Seitz attended as a guest of the Ohio Statewide Independent Living Council and presented an overview of legislation he is working on (House Bill 195) that would allow individuals with disabilities to utilize Uber/Lyft and other cars for hire without the law requiring those vehicles to obtain special certifications. Following a panel featuring Ohio activities, stakeholders identified priorities for improving transportation for individuals with disabilities.

- Exit waivers—7 individuals will be moving into brand new homes by January 1, 2018

- OACB Winter Conf—Portage County will be represented by nine people.

- Board-John G
- Admin-Jenn D
- Business Management-Tara
- HR-Tim
- HDS-Alicia
- Adult Services-Michelle, Jamie, Karen
- SSA-John V

The President announced the next Regular Board Meeting, December 20, 2017, 5:00pm, Dennis M. Coble Administration Building

At 5:53pm, the Board entered Executive Session in the Board uncertain if any action to be taken

Motion by T. Moran
 Second by K. Butler

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 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) | () | RALPH KLETZIEN |
| () | (x) | () | CHERI MICHAEL |
| () | (x) | () | TIMOTHY MORAN |
| () | (x) | () | MICHELLE SAHR |

Motion to adjourn executive session at 8:08pm

Motion by T. Moran
 Second by C. Michael

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

Motion to return to open session 8:09pm

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

Action from Executive Session: None

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 8:09pm

Motion by M. Sahr
Second by T. Moran
Motion carried by voice vote.

INFORMATION

- Cancelled Until Further Notice** Board Eligible Family Swim, 6-7:30pm, Happy Day School
- Monday, November 13, 2017** Parent Council Meeting, 6:00pm, Portage Industries
- Sunday, November 19, 2017** Ravenna Moose 1234 and Chapter 540, Annual Thanksgiving Dinner, 12:30-2:00pm, Ravenna V.F.W.
- Thursday/Friday, November 23-24, 2017** Thanksgiving Break, Agency Closed
- Saturday, December 2, 2017** Ravenna Elks Annual Holiday Luncheon, 12:00-2:00pm, Ravenna Elks
- Thursday, December 7, 2017** Holiday Gathering, St. Patrick's Band to perform with students, 1:00-1:30, Happy Day School
- Friday, December 8, 2017** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Monday, December 11, 2017** Parent Council Meeting, 6:00pm, Portage Industries

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Ralph Kletzien, President



Michelle Sahr, Secretary