

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

OCTOBER 21, 2015
5:00PM
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, 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,

Guests present: Dr. Paul Lynn, Buckeye Residential Services, Robin Howard, *Help Me Grow*; members of the Special Olympics Summer Games Athletes and Blue Bombers Baseball teams with family members and/or providers
Staff: L. Cope., D. Gordon, L. Wheaton

Motion to approve excused Board Member: Thomas Cochran

Motion by J. Schmidlin

Second by R. Kletzien

Motion carried by voice vote.

Adopted a motion to approve minutes from Regular Meeting on September 16, 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 October 21, 2015 Agenda as presented at the table.

Motion by R. Kletzien

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. *Language Learning Associates*, located at 33 Milford Drive, Suite 3, Hudson, OH 44236, in an amount not to exceed \$30,000.00, for the term October 1, 2015 through January 31, 2016 for the purpose of providing comprehensive Speech services to individuals who are enrolled in the services and programs of the Board and who are designated to receive such services on their Individual Education Plan (IEP) or Individualized Family Service Plan (IFSP).

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

Motion by R. Kletzien
 Second by C. Michael
 Motion carried by voice vote.

Motioned to accept the September 30, 2015 Financial Report as sent electronically.

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

Motioned to approve Resolution 15-10-01 Acceptance of Gifts, Memorials, Grants, and Donations for the Month of September 2015 in the amount of \$765.69

RESOLUTION 15-10-01

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

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

To:	From:	
Happy Day School In memory of Richard Soltis	Century 21 Realty	50.00
In memory of Carolyn Payne	Payne, Duane & Marilyn	100.00
In Memory of Ted Hughes	Myers, Lowell B.	50.00
Coke Rewards for HDS	The Kula Foundation	515.69
Randolph Fair Donation for Booth Participation	Portage County Agricultural Society	50.00
Total		\$765.69

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 **John Gargan** 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,	excused
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 **October 21, 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 15-10-02 Authorization for Superintendent to Publish Notice for Public Requests for Proposal for Adult Transportation Services

RESOLUTION 15-10-02

AUTHORIZATION FOR SUPERINTENDENT TO PUBLISH NOTICE FOR PUBLIC REQUESTS FOR PROPOSAL FOR ADULT TRANSPORTATION SERVICES

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) has the continued need for adult transportation services; and

WHEREAS, the Board would like to obtain requests for proposals (RFP) for these services;

now therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent or his/her designee to advertise for public bids for adult transportation services for the period 1/1/16-12/31/16; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take action to publish notice of an RFP in the *Record Courier* newspaper for two consecutive weeks, the dates of publication being October 26, 2015 and November 2, 2015 with the notice indicating that bids will be opened on November 16, 2015 at 10:00 a.m. in the Board Room at the Dennis M. Coble Administration Building at 2606 Brady Lake Road, Ravenna, Ohio 44266; and be it further

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

Submitted by: Omar Nagi, Superintendent; Jennifer Weaver, Supervisor of Transportation Services; and Diane Cotton, Director of Business Management.

The resolution was moved by **Cheri Michael** and seconded by **Jeanne Schmidlin**

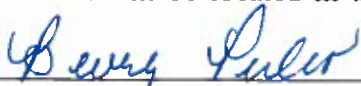
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	excused
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 **October 21, 2015** 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 approve Resolution 15-10-03 Approve Participation in the Opportunities for Ohioans with Disabilities (OOD) *Vocational Rehabilitation Public Private Partnerships (VRP3)* Grant with a Local Match Amount of Seventy Thousand Dollars and No Cents (\$70,000.00) for Service Delivery for the Period October 1, 2014 through September 30, 2016 not to exceed \$35,000 per program year

RESOLUTION 15-10-03

APPROVE PARTICIPATION IN THE OPPORTUNITIES FOR OHIOANS WITH DISABILITIES (OOD) VOCATIONAL REHABILITATION PUBLIC PRIVATE PARTNERSHIPS (VRP3) GRANT WITH A LOCAL MATCH AMOUNT OF SEVENTY THOUSAND DOLLARS AND NO CENTS (\$70,000.00) FOR SERVICE DELIVERY FOR THE PERIOD OCTOBER 1, 2014 THROUGH SEPTEMBER 30, 2016

WHEREAS, the Opportunities for Ohioans with Disabilities (OOD) is accepting applications for VRP3 (formerly Pathways) Cooperative Agreements; and

WHEREAS, the VRP3 program supplements the Portage County Board of Developmental Disabilities' (herein after referred to as the Board) ability to draw down and utilize federal dollars allocated to the state for vocational rehabilitation; and

WHEREAS, the Board, in cooperation with United Disability Services of Akron, Ohio (provider), Summit County Board of Developmental Disabilities, the Stark County Board of Developmental Disabilities (fiscal agent), Akron Community Foundation and City of Akron wishes to submit aVRP3-Cooperative Agreement to OOD; and

WHEREAS, said grant will provide vocational rehabilitation opportunities for individuals served by the Board; now therefore be it

RESOLVED, the Board approves participation in the VRP3 Grant with a local match amount of thirty-five thousand dollars (\$35,000.00) per program year for a total not to exceed seventy thousand dollars and no cents (\$70,000.00); and be it further

RESOLVED, the Board authorizes entry into a Service Contract with United Disability Services of Akron, Ohio (provider) for service delivery for the period October 1, 2014 through September 30, 2016; 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 A. Nagi, Superintendent; George Paroz, Director of Adult Services

The resolution was moved by **Jeanne Schmidlin** and seconded by **Ralph Kletzien**

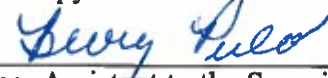
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	excused
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 **October 21, 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 15-10-04 Approval of Revised Work Week and Provision of Health Benefits for Part-Time Waiver Specialist/Provider Compliance Classification

RESOLUTION 15-10-04

APPROVAL OF REVISED WORK WEEK AND PROVISION OF HEALTH BENEFITS FOR PART-TIME WAIVER SPECIALIST/PROVIDER COMPLIANCE CLASSIFICATION

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) through action by Resolution No. 14-03-05 on March 19, 2014, adopted the addition to the permanent full-time and part-time employment classifications in Section C of Board Policy 1.0 Powers and Duties of the Board—Appendix A of a part-time (less than 20 hours of work per week) Waiver Specialist/Provider Compliance classification at a rate of pay of twenty-five dollars per hour (\$25.00/hr.); and

WHEREAS, the Superintendent has determined that Board operations in Medicaid services including billing, processing, and error resolution will be greatly enhanced by support from this classification; and

WHEREAS, this additional Medicaid services support will require an increase in the number of hours worked per week; and

WHEREAS, the Superintendent, the Director of Human Resources, and the Director of Service and Support Administration recommend an increase in the number of hours worked up to 32 hours per week along with the provision of employee health benefits normally offered to part-time employees who work a minimum of twenty (20) hours but less than thirty-two and a half (32½) hours per week in Policy 3.48; now therefore be it

RESOLVED, the Board hereby approves the addition to the permanent full-time and part-time employment classifications in Section C of Board Policy 1.0 *Powers and Duties of the Board—Appendix A* of a part-time Waiver Specialist/Provider Compliance classification at a rate of pay of twenty-five dollars per hour (\$25.00/hr.) effective October 1, 2015; and be it further

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

Submitted by: Omar Nagi, Superintendent; Lynn Leslie, Director of Human Resources; and Gina Brown, Director of Service & Support Administration.

The resolution was moved by **Jeanne Schmidlin** and seconded by **Cheri Michael**

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

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

Kelly Butler,	aye	Thomas Cochran,	excused
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 **October 21, 2015**, and an accurate copy of said resolution may be located in the official minutes of the Board.



 Beverly Puleo, Assistant to the Superintendent

Selected as the Delegate: Jeanne Schmidlin, Board Member and as the Alternate: Omar Nagi, Superintendent to the OACBDD Annual Convention, December 2-4, 2015 for Delegate Assembly December 2

Reviewed September 2015 Management Reports—Technology and Transportation

Reviewed September 2015 Personnel Report as sent electronically. Lynn Leslie, Director of Human Resources, noted the positions postings for Habilitation Manager—that the position description has been revised with the most notable of being a liaison with providers; interviews to begin for the Special Education Services Developer position; The November 2015 will note the Abolishment of an Adult Services Instructor position; The two position postings Early Intervention Specialist and the Account Clerk II have been filled.

Recap of Personnel Actions for September 2015:

- As of August 31, there were 206 employees including 30 intermittent positions with six (6) vacancies.
- There are five (5) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there

Positions Added/Abolished:

Job Postings/Vacancies

Adult Services Instructor Specialist, 240-days, 7 hrs/day (Adult Services), vacant April 27, 2015, posted May 4-15, 2015, Vacant

Early Intervention Specialist, 240 days, 7 hrs/day (Children's Services), vacant June 12, 2015, posted June 18-July 10, 2015, Vacant

Account Clerk II, 184 days, 8 hrs/day (Children's Services), vacant August 1, 2015, posted August 7-August 19, 2015, Vacant

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

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

Jennifer Lambert Substitute Instructor Assistant (Children's Services)— effective September 10, 2015

Supplemental Agreements:**Separations:**

Gregory Cullopp Substitute Registered Service Assistant (Adult Services), effective September 26, 2015

Jamie Kager Substitute Registered Service Assistant (Adult Services), effective September 14, 2015

Joseph Orr Substitute Vehicle Operator w/o CDL (Transportation), effective August 28, 2015

Retirements:

Reviewed September 2015 Enrollment Report with enrollment of 963 consumers for the month of September representing an increase of forty-three (43) and a decrease of forty-two (42) consumers from August 2015.

Public Comment: none.

The Superintendent reported on the following:

- The *Benchmark Report* was submitted October 1, 2015 to DODD; must be in full compliance by March 2024; noted need better data collection/reports from existing database; focus in 2016 is building capacity; provider forums; goal is to determine if county has enough providers, capacity and if they can do services required; must show movement from Board to Provider services; expecting a response from DODD approximately in a month; next report due January/June 2016
- The Billing Connection is providing billing training to providers October 25, 2015; fourteen providers for the morning session and eight providers requesting the afternoon training session.

will have an extensive article focusing on Board programs and promoting passage of the levy.

- Shared a positive story of a beneficiary moving from Youngstown Developmental Center to a home in Kent close to family. Had been at the center since he was seven years old.

The President announced a Public Forum will be held November 18, 2015, at 4:30pm., Dennis M. Coble Administration Building with the Regular Board Meeting November 18, 2015, following adjournment of the Public Forum

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 6:07pm.


Motion by J. Gargan
Second by J. Schmidlin
Motion carried by voice vote.

INFORMATION

Saturday, October 17, 2015	Silent Auction & Craft Show, 9:00 a.m.-3:00 p.m., Happy Day School
Tuesday, October 20, 27, 2015	Board Eligible Family Swim, Happy Day School, 6:00-7:30 p.m.
Thursday, October 29, 2015	Fall Festival, Happy Day School
Thursday, November 5, 2015	Parent-Teacher Conferences (Report cards distributed), 1:00-7:00 p.m. <i>students attend all day</i>
Friday, November 6, 2015	Agency In-service—8:30-11:30 p.m. Children’s Program Agency In-services—8:30-3:00 All staff other than above mentioned
Monday, November 9, 2015	Parent Council Meeting, Portage Industries, 6:00 p.m.
Tuesday, November 3, 10, 17, 24, 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

Respectfully Submitted,


Beverly Puleo, Assistant to the Superintendent


Timothy Moran, President


Ralph Kletzien, Secretary