

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

October 19, 2016
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Cheri Michael called the regular meeting to order at 5:01 pm.

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., T. Beatty, G. Brown, M. Condos, J. Kreiner, L. Leslie, G. Paroz, B. Puleo, G. Slapnicker, G. Smith, K. Sumwalt J. Vennetti J. Weaver

Excused: D, Cotton, K. Smith,

Guests present: Christina Mathews; Sandy Craft, Robin Howard, parent; Amy Wheeler, parent; Hoyle West

Staff: J. Bobek; L. Buchanan, D. Colgrove, L. Cope; J. Fetterolf; N. Fiorentino; D. Gordon; K. Hough; L. Johnson; D. Lemasters; R. McCormick; J. Moore; N. Nadasky; B. Orth; J. Schumm; K. Vechiarelli, C. West;

Motion to Excuse Board Member(s) John Gargan, Cheri Michael, Jeanne Schmidlin (Thomas Cochran, absent)

Motion by R. Kletzien

Second by K. Butler

Motion carried by voice vote

Public Comment: none

Jan Kreiner, Director Special Education and Child Development, gave a Report that the Food Service Department abides all rules of Senate Bill 210 and the National School Lunch program.

Adopted a motion to approve minutes from August 17/September 21, 2016, Regular Meetings

Motion by T. Moran

Second by J. Gargan

Motion carried by voice vote

Motioned to approve the agenda for October 19, 2016 as presented at table.

Motion by J. Schmidlin
Second by T. Cochran
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. Contract with *Townhall II* for the operation of an On-call Emergency Response System for the term January 1, 2017 Through December 31, 2017 in an amount not to exceed two thousand nine hundred sixty-four dollars (\$2,964.00), which represents a five percent (5%) increase from 2016 contract
2. 2017 Contract with *Envisage Group, Inc.* for the Provision of Network/Server/Security/Management Services to Portage County Board of Developmental Disabilities' Technology Users for the period of January 1, 2017 through December 31, 2017 in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000.00) no increase from 2016 contract
3. 2017 Contract with *Envisage Group Inc.* for the Provision of Desktop Support Services to Portage County Board of Developmental Disabilities' Technology Users for the period of January 1, 2017 through December 31, 2017 in an amount not to exceed Twenty-Three Thousand Forty Dollars (\$23,040.00), no increase from 2016 contract
4. 2017 Contract with *Family and Community Services, Inc.* for Transportation Services for the Term January 1, 2017 through December 31, 2017 in an amount not to exceed thirty-five Thousand Dollars (\$35,000.00) a 12.5% decrease from 2016 contract
5. 2017 Contract with *Coleman Professional Services* for the Provision of Adult Day Services for Individuals who are not Waiver Enrolled (one individual) in an amount not to exceed Twenty-Two Thousand, Three Hundred Dollars (\$22,300.00) for the period January 1, 2017 through December 31, 2017 no increase from 2016 contract
6. 2017 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, 2017 through December 31, 2017 in an amount not to exceed Nine Thousand, Nine Hundred Sixty Dollars (\$9,960.00) (0% increase)
7. 2017 Contract with *Gary Ludwig* doing business as *Gary's Commercial Maintenance* for HVAC Maintenance Services for the term January 1, 2017 through December 31, 2017 in an amount not to exceed Twenty-Five Thousand, Eight Hundred Dollars (\$25,800.00) (no increase from the 2016 contract)

Motion for the Ratification of the August/September 2016 Invoice Payments as authorized by the Superintendent

Motion by R. Kletzien

Second by T. Moran
Motion carried by voice vote

Motion for the Acceptance of the August 31, 2016/September 30, 2016 Financial Report

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

Motioned to approve Resolution 16-10-01 for the Approval of Direct Services Contracts with the following Individuals as recommended by the Ethics Council per approved Ethics Council Resolution EC16-09-01 with no conflict of interest for: Jameel Bakhsh for individual #204274; Chad and Christina Hunter for individual #204561; Amanda Justice for individual #203126; Tiffany Labate for individual #202674; Nancy Cooper for individual #203307

RESOLUTION 16-10-01

APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC16-09-01 WITH NO CONFLICT OF INTEREST FOR:

Jameel Bakhsh for individual #204274
Chad and Christina Hunter for individual #204561
Amanda Justice for individual #203126
Tiffany Labate for individual #202674
Nancy Cooper for individual #203307

WHEREAS, the Ethics Council has determined that direct services contracts with the aforementioned named individuals as a parent, guardian or family member meet the requirements of Ohio Revised Code section 5126.033; and

WHEREAS, the Ethics Council recommends to the Portage County Board of Developmental Disabilities direct services contract with the aforementioned name individuals; and

WHEREAS, Ohio Revised Code Section 5126.032 requires that the Portage County Board of Developmental Disabilities shall not enter into any direct services contract that is not recommended by the Ethics Council; now, therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and approves direct services contracts with the aforementioned named individuals; and be it further

RESOLVED, that the Superintendent or his designee is hereby authorized to take any and all action to carry out these direct services contracts.

Submitted by: Omar A. Nagi, Superintendent

The aforesaid resolution was moved 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,	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 **October 19, 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 approve Resolution 16-09-02 for the Establishment of Selection Committee for the Earl & Mary Lohr Community Service Award as Recommended by the Superintendent for the 2016-2017 and 2017-2018 Program Years. (Cheri Michael, President, and Tim Moran as selected Board Member)

RESOLUTION 16-10-02

ESTABLISHMENT OF SELECTION COMMITTEE FOR THE EARL & MARY LOHR COMMUNITY SERVICE AWARD AS RECOMMENDED BY THE SUPERINTENDENT FOR THE 2016-2017 AND 2017-2018 PROGRAM YEARS

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) established the Earl & Mary Lohr Community Service Award by Resolution 06-12-01; and

WHEREAS, by Resolution 07-09-02 the Board established a Selection Committee of five (5) members to select the recipient of this award; and

WHEREAS, by Resolution 07-09-02, the members of the Selection Committee shall include the current Board President, another current Board member, a current or former employee, a parent/guardian of an individual currently or formerly receiving Board services, and a representative from a private or public social service agency in Portage County; and

WHEREAS, by Resolution 07-09-02, the Board authorizes the Superintendent to submit to the Board for its approval, persons willing to serve as the current/former employee, parent/guardian, and social service agency members of this Selection Committee; and

WHEREAS, the term of committee members other than Board members shall be for two (2) years; and

WHEREAS, the terms of the three non-Board members have expired and there is a need to designate three non-Board members for the 2016-2017 and 2017-2018 program years; now therefore be it

RESOLVED, that upon recommendation of the Superintendent, the Board approves the following persons for the employee, parent/guardian, and social service agency members of the Selection Committee for the 2016-2017 and 2017-2018 program years;

Current/Former Employee:	<i>Marco Condos</i>
Parent/Guardian	<i>Denise McCoy</i>
Social Service Agency	<i>Sue Whitehurst</i>

and be it further

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

Submitted by: Omar A. Nagi, Superintendent

The resolution was moved by **Thomas Cochran** and seconded by **Kelly Butler**

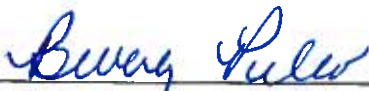
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	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 **October 19, 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 approved Resolution 16-09-03 for the Revision of the Ohio Department of Education’s (ODE) Special Education, *Part B—Individuals with Disabilities Education Act (IDEA)* Grant Program for the 2016-2017 School Year

RESOLUTION 16-10-03

REVISION OF THE OHIO DEPARTMENT OF EDUCATION’S (ODE) SPECIAL EDUCATION, *PART B—INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)* GRANT PROGRAM FOR THE 2016-2017 SCHOOL YEAR

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is eligible to receive federal flow-through dollars in the amount of forty-one thousand, two hundred eighty dollars and eighty-three cents (\$41,280.83) by participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2016-2017 School Year, with additional 2015-16 carryover funds in the amount of thirty-seven thousand, six hundred forty-six dollars and fifty-three cents (\$37,646.53); and

WHEREAS, these funds will be used to offset a Special Education Services Developer position salary and benefits; now therefore be it

RESOLVED, that the Board authorizes participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2016-2017 school year for this purpose; 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, Diane Cotton, Director Business Management

The resolution was moved by: **John Gargan** and seconded by **Thomas Cochran**

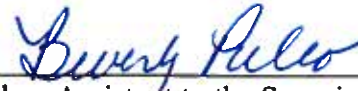
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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, Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **October 19, 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 16-09-04 for the Request to Modify the Fiscal Year 2016 Appropriation Budget as Approved by the Portage County Board of Developmental Disabilities per Resolution 16-02-04 on February 17, 2016. Ms. Butler, Board member asked the Superintendent to explain the Special Education Services Developer position.

RESOLUTION 16-10-04

REQUEST TO MODIFY THE FISCAL YEAR 2016 APPROPRIATION BUDGET AS APPROVED BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PER RESOLUTION 16-02-04 ON FEBRUARY 17, 2016

WHEREAS, in accordance with Ohio Revised Code (hereinafter ORC) §5126.05(A)(5), the Portage County Board of Developmental Disabilities hereinafter Board) shall adopt a budget, authorize expenditures for the purposes specified in chapter 5126, and do so in accordance with §319.16 of the ORC; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the modification of the fiscal year 2016 appropriation budget due to revised expenditure projections, now, therefore, be it

RESOLVED, that the Board does hereby approve and authorize a modification to the Fiscal Year 2016 Appropriation Budget by a decrease in the amount of eleven thousand, twenty dollars and no cents (\$11,020.00), with the modified amounts shown in the table below for a total Fiscal Year 2016 Appropriation Budget amount of twenty-four million, fifty-four thousand, five dollars and no cents (\$24,065,025.00); and be it further

Account Number	Description	Budget	Modification	Modified Amount
Fund 1340	<i>DD Operating Fund</i>	\$23,810,305	\$0	\$23,810,305
Fund 1343	<i>IDEA Part B Grant</i>	\$54,720	(\$11,020)	\$43,700
Fund 4100	<i>Capital Fund</i>	\$150,000	\$0	\$150,000
Fund 8104	<i>Gift/Donation Fund</i>	\$50,000	\$0	\$50,000
	TOTAL ALL FUNDS	\$24,065,025	(\$11,020)	\$24,054,005

RESOLVED, that the Board herein requests that the Portage County Budget Commission so modify the county funds as detailed in this table; and be it further

RESOLVED, that in accordance with ORC § 319.16 and 5126.0220, the Board hereby authorizes the Superintendent to direct the Portage County Auditor to encumber funds and pay Board obligations in accordance with the Board's approved Appropriation Budget as detailed in this resolution; and be it further

RESOLVED, that the Board hereby gives the Superintendent the authority to modify appropriation line items within any of the modified fund accounts listed in the Table above during fiscal year 2016 as revenues and needs change.

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

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

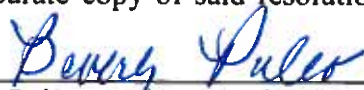
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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 **October 19, 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 16-09-05 for the Acceptance of Bid and Approval of Contract with The Billing Connection, Inc. dba Provider Resources Group, Inc. for the Provision of Medicaid Billing Services for the Documentation Period of January 1, 2017 Through December 31, 2017 in an Amount not to Exceed Eighty-Five Thousand Dollars (\$85,000.00)

RESOLUTION 16-10-05

ACCEPTANCE OF BID AND APPROVAL OF CONTRACT WITH THE BILLING CONNECTION, INC. DBA PROVIDER RESOURCES GROUP, INC. FOR THE PROVISION OF MEDICAID BILLING SERVICES FOR THE DOCUMENTATION PERIOD OF JANUARY 1, 2017 THROUGH DECEMBER 31, 2017 IN AN AMOUNT NOT TO EXCEED EIGHTY-FIVE THOUSAND DOLLARS (\$85,000.00)

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as

the Board) has determined the continued need for Medicaid billing services; and

WHEREAS, bids for such services were published in the Record-Courier newspaper on August 24, 2016 and August 31, 2016 and posted on the Board’s website and bids were opened on Wednesday, September 14, 2016 at 3:30 p.m. in the Board Room at the Dennis M. Coble Administration Building at 2606 Brady Lake Road, Ravenna, Ohio 44266; and

WHEREAS, one bid was received at the bid opening on September 14, 2016, with this bid being submitted by The Billing Connection, Inc., 6422 E. Main Street, Suite 101, Reynoldsburg, Ohio 43068 (doing business as Provider Resources Group, Inc. and hereinafter referred to as the Vendor); and

WHEREAS, the bid submitted by the Vendor complied with all specifications delineated in the bid package and at bid prices acceptable to the Board; and

WHEREAS, the Vendor is the Board’s current provider of Medicaid billing services and the Superintendent, the Director of Business Management, and the Medicaid Services Manager herein report satisfactory services provided by the Vendor and recommend the continuation of the relationship with the Vendor for Medicaid billing services; now therefore be it

RESOLVED, that the Board hereby awards the bid to the Vendor and authorizes the Superintendent or his/her designee to enter into a contract with the Vendor for Medicaid billing services for the documentation period of January 1, 2017 through December 31, 2017 at three and one-half percent (3.5%) of the Medicaid federal medical assistance percentage revenues received (the same as the current contract rate) and an additional one hundred dollars (\$100.00) hourly rate for additional Medicaid billing consultation/training (an increase from the current contract rate of \$65.00) for a contract amount for calendar year 2017 not to exceed eighty-five thousand dollars (\$85,000.00); 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 A. Nagi, Superintendent; Diane Cotton, Director of Business Management; and Gary Smith, Medicaid Services Manager

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

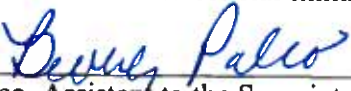
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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, and Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **October 19, 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 16-10-06 for the Approval to use a Board Vehicle for a Charitable Event “Stuff The Bus” to Benefit The Center of Hope in Ravenna, Ohio at the Tractor Supply location in Ravenna, OH, October 22, 2016

RESOLUTION 16-10-06**Approval to use a Board Vehicle for a Charitable Event “Stuff The Bus” to Benefit The Center of Hope in Ravenna, Ohio**

WHEREAS, the Portage County Board of Developmental Disabilities wishes to partner with the POWERcorps for a charity event to collect canned goods and non-perishable items to benefit the Center of Hope, 1034 W. Main Street, Ravenna, Ohio 44266; and

WHEREAS, the Board will provide a Board vehicle that will be operated by a Board Vehicle Operator for this “Stuff the Bus” event; and

WHEREAS, the Board Vehicle Operator will transport the bus to Tractor Supply, 1149 E. Main St., Ravenna, Ohio 44266 on October 22, 2016 at approximately 9:30 a.m. and will transport the bus back at the end of the event, around 3:00 p.m.; therefore, be it

RESOLVED, that the Board hereby approves use of a Board vehicle and Board Vehicle Operator for this charitable event; and be it further

RESOLVED, that upon approval of this resolution by the Board, the Superintendent or his/her designee is authorized to take any and all actions to actualize this event and carry out this resolution.

Submitted by: Omar Nagi, Superintendent

The resolution was moved by **Ralph Kletzien** 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 are as follows:

Kelly Butler,

aye

Thomas Cochran,

aye

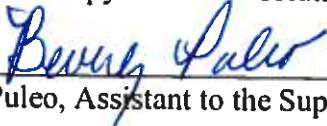
John Gargan, aye
Timothy Moran, aye

Ralph Kletzien, aye
Jeanne Schmidlin, aye

Cheri Michael, aye

Certification

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **October 19, 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 16-10-07 for the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of September 2016

RESOLUTION 16-06-07

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

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

To:	From:	
Happy Day School	Portage County Agriculture Society Display Booth at Randolph Fair	50.00
Total		50.00

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 **Ralph Kletzien** 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 **October 19, 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 Amend Policy—6.02 Facility Use: to update language; reflect liability insurance requirements and 6.11 *Family Support Services Program*: to reflect change in rule number

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

Motioned to Select the Delegate/Alternate to the OACBDD Annual Convention, November 30-December 2, 2016 for Delegate Assembly November 30, 2016

Delegate:	<u>Ralph Kletzien</u>
Alternate:	<u>John Gargan</u>

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

Jeanne Schmidlin, Chair, Policy Committee, gave a report of the October 11, 2016 meeting. The committee reviewed the Sunshine Law regarding open meetings requirements; use of Board committees for research; with a suggestion that committees meet regularly at least two times a year; set-up an in-service in 2017 regarding the Sunshine Law. The public in attendance requested a review of the time of day meetings to be held i.e. in the evening, which is to be taken into consideration; timely posting of Board/Committee meeting minutes to the website—posted only after the Board has approved.

Reviewed September 2016 Management Reports—Gary Slapnicker HIPAA and Information Technology Manager, reviewed Technology Report; Jan Kreiner, Director of Education and Child Development, the Department of Developmental Disabilities is starting to do Compliance Reviews of the Children’s Services; Early Intervention is seeing referrals from families more so than doctors in the last quarter; Special Education Directors are to meeting with Mr. Stein, the arbitrator hired by the Board of Portage County Commissioners, on November 3, 2016

Reviewed September 2016 Personnel Report—Lynn Leslie, Director of Human Resources, noted the Personnel Report should reflect 172 employees and will be corrected.

Recap of Personnel Actions for September 2016:

- As of September 30, 2016, there were 172 employees including twelve (12) intermittent positions and two (2) 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:

Job Postings/Vacancies

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

Supplemental Positions:

Recreation Program Assistant (Sep - May), vacant August 22, 2016, posted August 30-Sep 9, 2016, Filled September 1, 2016

New Hires:

Promotions/Transfers

Regina Stuart Vehicle Operator w/o CDL, 240 days, 4 hrs/day to Vehicle Attendant 240 days, 4 hrs/day (Transportation), effective September 1, 2016

Reclassifications

Additional Assignments:

Supplemental Agreements:

Melissa Wright Recreation Program Assistant (Sep - May), effective September 1, 2016

Separations:

Retirements:

Sandra Carlton-Eastep Vehicle Operator w/CDL, 184 days, 4 hrs/day (Transportation), September 30, 2016

Reviewed September 2016 Enrollment Report with enrollment 937 beneficiaries for the month of August representing an increase of thirty-five (35) and a decrease of thirty (30) beneficiaries from August 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 has set up meetings with the Task Force members to discuss the barriers of progress. He plans to meet stakeholders then report back to the Commissioners his analysis of the discussions and possible suggestions to help move discussions forward. Ms. Cotton, Mr. Leslie and I met with Mr. Stein on Monday, September 19. He is scheduled to meet with the Public School Special Education Directors this week.

- **ODM Medicaid Survey:** Was due September 1. This survey was in part to address Federal guidance that states federal funds cannot be used to pay for waiver services provided in an institutional setting, settings adjacent to institutions, or other settings having the effect of isolating people receiving HCBS. We received a letter that classified the level of segregation at Portage Industries. We rated a Category C – That Portage Industries was presumed to have the effect of isolating people and may be subject to heightened scrutiny.
- We submitted our building survey that assesses the level of integration of Portage Industries to the Ohio Department of Medicaid on September 1. The survey included a plan of correction or updated service delivery information that shows community integration opportunities are being developed or offered. We had several exchanges with ODM and discovered that this survey only applies to two Federal Funding Waivers, TDD which is being eliminated and the Passport waiver which is an for the aging population and more commonly found in Nursing homes. We do not serve anyone at the workshop on these waivers. We rescinded our provider certification for these two waivers to eliminate the issue at this time altogether.
- **Portage Industries Family Meetings:** We held 2 family forums October 10 and 13. We shared information about Centers for Medicaid/Medicare Services (CMS) and Conflict Free Case Management, How Waiver Match works, Medicaid Survey of Building, Privatization Model Options, Privatization across the State and estimated timeline to work through the process. We initiated conversation with Portage Industries Inc. also. We will begin conversations with our Day Habilitation Providers as a group to share information. We need to develop a plan to proceed with a privatization process to develop action steps and timelines for 2017.
- **Presentations for Family/Community Awareness:** October 25th Gary Tonks from the Arc will present at the Ravenna Elks Club from 6 to p.m. Gary will talk about their recent reorganization, 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 p.m. 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.
- **Portage Industries Inc. and F&CS Partnership:** October 13 a news article announced the collaboration of Portage Industries Inc. and Family and Community Services Inc. The agencies have combined their resources to develop a new provider partnership called Unified Resources. Unified Resources has combined Portage Industries Inc. employment services, F&CS Emerald Transportation and POWERcorp programs to offer a menu of services and supports to people eligible for Board of DD services on waivers. Individuals may also access many other F&CS free programs and services if needed as an additional benefit of this alliance.
- **Annual Planning 2017:** Have begun preparations to develop the 2017 annual plan proposal. We will present the initial draft of the annual plan at the November Board meeting. Final draft will be at the December Board meeting.
- **DRO Class Action lawsuit:** The Department of Justice has now weighed in on the case. They are offering guidance on who may be considered a plaintiff as part of the class action lawsuit. Any person Eligible for Board of DD services may be considered a plaintiff as part of the class action lawsuit unless they specifically request not to be included. OACB hired Frank Hickman for legal consultation on behalf of County Boards. They plan to create a video about the lawsuit and how to not be included in the class action suit soon. We will communicate this with families as soon as it is available.

- **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 such as our Tuesday Talks at the Library. We have created marketing materials for events at the Randolph Fair exhibit, Balloon Affair participation and Brimfield parade. We have created and scheduled over 50 Facebook and Twitter postings. Our engagement has increased 331% over the past couple of months. We are working toward designing branded templates to create a consistent look and feel for all Board communication efforts. We have connected our Website, Intranet, Facebook and Twitter accounts to push our communications uniformly across all mediums for improved communication consistency.
- **Funding Redesign Delay:** The funding redesign implementation has been postponed. It was planned to begin October 1 and was moved to November 1, 2016. DODD has received another request for additional information from CMS which will delay the rate changes until further notice.
- **George Paroz:** Accepted position as Executive Director of Fairhaven Industries. Last day is October 28.

The President announced a Public Forum to review the Draft 2017 Annual Plan on November 16, 2016, at 4:30pm with the Regular Board Meeting to follow the Public Forum at the Dennis M. Coble Administration Building

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 6:18pm

Motion by R. Kletzien

Second by T. Moran

Motion carried by voice vote.

I N F O R M A T I O N

Tuesday, October 18, 25, 2016	Tuesday Talks, Reed Memorial Library, Ravenna, 1:00-3:00pm
Monday, October 10, 2016	Adult Services Family Forum, Portage Industries, 10:00-12:00pm
Thursday, October 13, 2016	Adult Services Family Forum, Portage Industries, 11:00-1:00pm
Tuesdays, October 18, 25, 2016	Board Eligible Family Swim, Happy Day School, 6:7:30pm
Saturday, October 22, 2016	<i>Stuff the Bus</i> , Tractor Supply, Ravenna, 10:00-2:00PM
Tuesday, October 25, 2016	Arc of Ohio Family Forum, Ravenna Elks, 6:00-8:00pm
Tuesdays, November 1, 8, 15, 22, 29, 2016	Board Eligible Family Swim, Happy Day School, 6:7:30pm
Friday, November 4, 2016	Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
Thursday, November 10, 2016	Parent/Teacher Conferences, Happy Day School, 1:00-7:00pm
Friday, November 11, 2016	Agency In-service, Ravenna Elks
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
- Friday, December 8, 2016** Annual School-age Holiday Program, Happy Day School, 1:15pm
- Monday, December 12, 2016** Parent Council Meeting, Portage Industries, 6:30pm
- Tuesday, December 13, 2016** DODD Director Martin Family Forum, Ravenna Elks, 6:00-8:00pm


Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Cheri Michael, President



Kelly Butler, Secretary