

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

September 21, 2016
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

Vice-President Ralph Kletzien called the regular meeting to order at 5:12pm.

Board Members present by Roll Call:

Kelly Butler, Ralph Kletzien, Timothy Moran,

A quorum is not present—no business conducted; reviewed agenda items that did not require Board action

Administrative Staff Present (absences noted by Superintendent)

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

Excused: G. Brown, K. Smith,

Guests present: Joe Bica, Edgewood Solutions; Tom Burns, parent; Robin Howard, parent;
Amy Wheeler, parent
Staff: T. Torch; L. Cope; D. Lemasters; B. Orth; C. West;

Lynn Leslie, Director of Human Resources, introduced Timothy Torch, Human Resources Specialist, effective August 22, 2016

Absent Board Member: Thomas Cochran

Excused Board Member(s) John Gargan, Cheri Michael, Jeanne Schmidlin

Public Comment: Mr. Tom Burns, parent, noted he is aware of the CMS rules, and was informed at his daughter's ISP meeting he would need to start considering another provider for services; requested a timeline for the Adult Services program closing or if Board has other plans for the Workshop; Superintendent Nagi and George Paroz, Director of Adult Services, explained the current situation and plans to have Family Forums to inform community and get feedback for several scenarios for the program

Adopted a motion to approve minutes from August 17, 2016, Regular Meeting—approval at October regular meeting

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 The Arc Of Summit And Portage Counties for the *People Together*

Program for the term January 1, 2017 through December 31, 2017 for an amount not to exceed Twenty-Five Thousand, Eight Hundred Seventy-five Dollars (\$25,875.00) reflecting no increase from 2016 contract

2. Amended contact 20160202 for Ronald J. Habowski, Esq. for additional services noted in Section 1 of current contract for any appearances, preparations, and/or filings before any third party decision maker, including, but not limited to, arbitrations, S.E.R.B., S.P.B.R., and/or Court cases with an increase of ten thousand dollars (\$10,000.00) not to exceed \$30,000.00
3. Continuation of a Licensing Agreement with Primary Solutions, Inc. for The *Gatekeeper* Consumer Database Program for the Term October 1, 2016 through September 30, 2017 in an amount not to exceed twenty-one thousand nine hundred thirty-eight dollars (\$21,938.00) a 2.4% increase from 2015-2016 contract.
4. Note: no RFPs were received for the 2017 Adult Transportation Services currently subcontracted

Ratification of the August 2016 Invoice Payments as authorized by the Superintendent — approval at October regular meeting

Acceptance of the August 31, 2016 Financial Report—at October regular meeting

Approval of Resolutions:—at October regular meeting (month will be changed to ‘10’)

Resolution 16-09-01: 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

Resolution 16-09-02: 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

Resolution 16-09-03: 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

Resolution 16-09-04: 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

Resolution 16-09-05: 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)

To Amend Policy—6.02 *Facility Use*: to clean-up language; reflect liability insurance requirements and 6.11 *Family Support Services Program*: to reflect change in rule number—approval at October regular meeting

Reviewed August 2016 Management Reports—Gary Slapnick, HIPAA and Information Technology Manager, reviewed Technology Report; Jennifer Weaver, Supervisor Transportation Services, reviewed the Transportation Report

Reviewed August 2016 Personnel Report—Lynn Leslie, Director of Human Resources, noted resignations in the Transportation Department due to routes transferred to other providers and the abolishment of five (5) positions in Transportation Department.

Recap of Personnel Actions for August 2016:

- As of August 31, 2016, there were 173 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:

- Vehicle Attendant, 240 days, 4 hrs/day (Transportation) [2 positions]
- Vehicle Operator w/o CDL, 184 days, 4 hrs/day (Transportation)
- Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation) [2 positions]

Job Postings/Vacancies

- Language Development Specialist, 240 days, 7 hrs/day (Children's Services), vacant April 15, 2016, posted March 18-April 1, 2016, extended May 27-June 10, 2016, filled August 16, 2016
- Human Resources Specialist, 260-262 days, 8 hrs/day (Administration), vacant May 20, 2016, posted May 11 20, 2016, filled August 22, 2016
- Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), vacant May 19, 2016, posted May 20-Jun 3, 2016, filled August 15, 2016
- Vehicle Operator w/CDL, 184 days, 4 hrs/day (Transportation) [2 positions], vacant August 31, 2016, posted August 5-11, 2016, Filled August 22, 2016
- 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:

- Calley Mitchell Language Development Specialist, 240 days, 7 hrs/day (Children's Services), effective August 16, 2016
- Gary Smith Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), effective August 15, 2016
- Timothy Torch Human Resources Specialist, 260-262 days, 8 hrs/day (Administration), effective August 22, 2016

Promotions/Transfers

- Cheryl Anderson Vehicle Attendant, 240 days, 4 hrs/day to Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective August 22, 2016

- Robert Basel **RESIGNED** as Vehicle Attendant w/o CDL, 240 days, 4 hrs/day (Transportation), August 19, 2016/19/16 will continue as Part-time Personal Service Assistant in Adult Services
- Elizabeth Hoffstetter Vehicle Operator w/o CDL, 184 days, 4 hrs/day to Vehicle Operator w/CDL, 184 days, 4 hrs/day (Transportation), effective August 22, 2016
- Thomas McMullen, Sr. Vehicle Attendant, 184 days, 4 hrs/day to Vehicle Operator w/CDL, 184 days, 4 hrs/day (Transportation), effective August 22, 2016
- Eileen Stidd Registered Service Assistant to Registered Service Specialist | **TEMPORARY PROMOTION** (Adult Services), effective August 3, 2016

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

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

Separations:

- Mallorie Anderson Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation), effective August 9, 2016
- Patricia Byttner Account Clerk I, 240 days, 8 hrs/day (Transportation), effective August 25, 2016
- Melissa Capple Waiver Specialist/Provider Compliance, 260-262 days, 18 hrs/week (Service & Support Administration), effective August 4, 2016
- Larry Jones Substitute Registered Service Assistant (Adult Services) & Substitute Vehicle Attendant (Transportation), effective August 2, 2016
- Thomas McMullen, Jr. Substitute Instructor Assistant (Children's Services) & Substitute Vehicle Attendant (Transportation), August 5, 2016
- Tara Reed Vehicle Operator w/o CDL, 240 days, 4 hrs/day (Transportation), effective August 11, 2016

Retirements:

- Linda Wheaton Vehicle Operator w/CDL, 184 days, 4 hrs/day (Transportation), effective August 31, 2016

Reviewed August 2016 Enrollment Report with enrollment 932 beneficiaries for the month of August representing an increase of twenty-six (26) and a decrease of thirty (30) beneficiaries from July 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 everyone through the end of the month then report back to the Commissioners his analysis of the discussions and possible suggestions and recommendations to help move discussions forward. Ms. Cotton, Mr. Leslie and I met with Mr. Stein on Monday, September 19th.
- **ODM Medicaid Survey:** Was due September 1st. This survey was in part to address Federal guidance that states federal funds can't 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 1st. 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 don't serve anyone at the workshop on these waivers. We plan to rescind our provider certification for these two waivers and eliminate the issue at this time altogether.
- We are developing a communication for individuals and families receiving services at the workshop. We will plan several meetings to share the information with families about the survey. We will also begin discussing possible alternative models to use the workshop with another or multiple other private providers for family questions and feedback. We will use this information to share with the Board and assist discussions with providers and eventually develop plans and timelines.
- **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.
- **Provider Meeting:** Have a Day Habilitation Provider Meeting tomorrow, Thursday September 22nd. Will be our third meeting this year. Meetings have been well attended and productive for all involved.
- **Impact Communications Group:** We have been working 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 communication for a press release last month, Randolph Fair exhibit, Balloon Affair participation, Brimfield parade and Facebook and Twitter postings.
- **Family Forums:** We are planning a couple Family Forums for October and November and December with the Arc and Department of Developmental Disabilities. Someone from the ARC will talk about their recent reorganization, supports, services and advocacy they offer people with disabilities and their families. I talked with Director Martin from the Department of Developmental Disabilities to come speak with families about the systemic changes affecting the state and DD services. The Impact Group will assist with communications of these events.
- **George Paroz:** Accepted position as Executive Director of Fairhaven Industries. This is Trumbull County Board of DD's non-profit partnering agency. He will provide leadership and privatize Fairhaven Industries to develop as an independent provider of services. Last day is October 28th.

The President announced the next regular Board meeting is October 19, 2016, 5:00pm, Dennis M. Coble Administration Building

The Vice-President adjourned at 5:49pm

I N F O R M A T I O N

Saturday, September 17, 2016 Ravenna Balloon A-fair, Main Street Ravenna, 8-5:30pm
Saturday, September 24, 2016 *BrimFest*, 200th Anniversary, Parade
Monday, October 10, 2016 Parent Council Meeting, 6:30 p.m., Portage Industries (note:
new time)
Friday, October 14, 2016 Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
Thursday, October 27, 2016 Fall Festival, Happy Day School

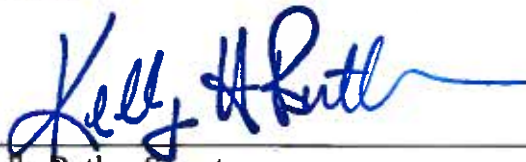
Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Cheri Michael, President



Kelly Butler, Secretary