

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

APRIL 16, 2014
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President John Gargan, Jr. called the regular meeting to order at 5:04pm.

Board Members present by Roll Call:

T. Cochran, S. Craft, J. Gargan, R. Kletzien, C. Michael, T. Moran, J. Schmidlin

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

P. Macke, Supt., G. Brown, D. Cotton, J. Foster, L. Leslie, G. McAlister, G. Paroz, B. Puleo, K. Smith, B. Whitacre,

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

Guests present:

N. Nadasky, J. Nichols, B. Orth, G. Slapnicker

Adopted a motion to approve minutes from Regular Meeting on March 19, 2014 and Special Meeting held April 9 2014 as sent electronically with no corrections/additions/deletions

Motion by T. Cochran

Second by R. Kletzien

Motion carried by voice vote.

Adopted a motion to approve the April 16, 2014 Agenda as presented at the table.

Motion by T. Moran

Second by S. Craft

Motion carried by voice vote.

Motioned to ratify the March 2014 vouchers as authorized by the Superintendent as attached and herein as part of the minutes.

Motion by R. Kletzien

Second by T. Cochran

Motion carried by voice vote.

Motioned to accept the March 31, 2014 Financial Report as sent electronically.

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

Motioned to approve Resolution 14-04-01 to Approve the Reclassification Of The 260-262 Day Information Technology Specialist Position From Level 6 Of The Board's Management Salary Schedule, As Approved On January 1, 2013, To Level 5 Of The Management Salary Schedule Beginning With The Payroll Period Starting On April 28, 2014 per Resolution 14-04-01FHR recommended and approved by the Human Resources/Financial Committee.

RESOLUTON 14-04-01

APPROVE THE RECLASSIFICATION OF THE 260-262 DAY INFORMATION TECHNOLOGY SPECIALIST POSTION FROM LEVEL 6 OF THE BOARD'S MANAGEMENT SALARY SCHEDULE, AS APPROVED ON JANUARY 1, 2013, TO LEVEL 5 OF THE MANAGEMENT SALARY SCHEDULE BEGINNING WITH THE PAYROLL PERIOD STARTING ON APRIL 28, 2014

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board), through Board Policy 1.0 *Powers and Duties of the Board*, retains the exclusive authority to place management-level Employment Positions on particular levels of the Board's Management Salary Schedule; and

WHEREAS, the Board's Financial/Human Resources Committee, consisting of Ralph Kletzien (chair), Tom Cochran, and John Gargan, Jr., along with the Superintendent and the Director of Human Resources met on April 9, 2014 at 3:50 pm in the Board room of the Dennis M. Coble Administration Building to discuss and consider (1) the reclassification of the 260-262 day Information Technology Specialist position from Level 6 to Level 5 of the Board's Management Salary Schedule starting on April 28, 2014, and (2) the rationale for this reclassification, and

WHEREAS, the Superintendent and Director of Human Resources explained that the rationale for this reclassification was the designation of the current Information Technology Specialist as the Board's HIPAA Privacy and Security Officer whose responsibilities as such, and in addition to current ITS duties/responsibilities, will include overseeing all activities related to the Board's policies and procedures covering the privacy, confidentiality, and access to protected health information (hereinafter PHI) and overseeing all activities that provide access to PHI and the integrity and security of PHI; now therefore be it

RESOLVED, that after discussion and review by the Committee, it was moved and affirmed unanimously per Resolution 14-04-01FHR to approve and recommend approval

by the full Board, the reclassification of the 260-262 day Information Technology Specialist position from Level 6 to Level 5 of the Board's Management Salary Schedule starting on April 28, 2014; now therefore be it

RESOLVED, that the Board herein approves the reclassification of the 260-262 day Information Technology Specialist position from Level 6 to Level 5 of the Board's Management Salary Schedule starting on April 28, 2014; 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: Patrick Macke, Superintendent and Lynn Leslie, Director of Human Resources.

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:

Thomas Cochran,	aye	Sandra Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		John Gargan,	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 **April 16, 2014**, 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 14-04-02 for Approval By The Portage County Board Of Developmental Disabilities Authorizing The Superintendent To Advertise For Public Bids For The Purchase Of One (1) Forward-Engine Transit Adult Bus

RESOLUTION 14-04-02

APPROVAL BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL

**DISABILITIES AUTHORIZING THE SUPERINTENDENT TO ADVERTISE FOR
PUBLIC BIDS FOR THE PURCHASE OF ONE (1) FORWARD ENGINE TYPE A
TRANSIT SCHOOL BUS**

WHEREAS, the Portage County Board of Developmental Disabilities (the Board) provides daily specialized transportation to approximately eighty (80) children to Happy Day School on "school buses" as school bus is defined in section 4511.01(F) of the Ohio Revised Code; and

WHEREAS, the Supervisor of Transportation Services has determined that due to age, mileage, and general condition, one (1) school bus is in need of replacement; and

WHEREAS, the replacement of this one (1) school bus was planned for in the 2014 Annual Plan as approved by the Portage County Board Developmental Disabilities at its regular meeting on December 18, 2014; and

WHEREAS, funds for the estimated cost of this vehicle replacement are available, being held in the General Fund (Fund 1340) of the 2014 Appropriations Budget as approved by the Portage County Board of Developmental Disabilities at its regular meeting on January 15, 2014 per Resolution 14-01-08 and

WHEREAS, the estimated cost of this vehicle replacement exceeds the expenditure authority granted to the Superintendent in *Board Policy 2.02 Duties and Responsibilities of the Superintendent*; and

WHEREAS, *Board Policy 7.03 Competitive Bidding Requirements and Exceptions* requires any purchase in excess of the bidding limit set by Ohio Revised Code section 307.86 to be obtained through competitive bidding; now therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities hereby authorizes the Superintendent to advertise for public bids for the purchase of one (1) forward engine type A transit school bus which meets all applicable federal regulations and the Ohio school bus construction standards as iterated in division (F) of section 4511.01 and section 4511.76 of the Ohio Revised Code and rules 4501-5-01 to 4501-5-10 of the Ohio Administrative Code; and be it further

RESOLVED, that upon approval of this resolution, the Superintendent or his/her designee is hereby authorized to take action to publish notice of such bids in the Record-Courier newspaper commencing on May 5, 2014 and May 13, 2014, with bids running once (1x) each week for two (2) consecutive weeks with the notice indicating that a pre-bid meeting will be held on Monday, May 19, 2014 at 10:00 a.m. in the Board Room at the Dennis M. Coble Administration Building, 2606 Brady Lake Road, Ravenna, Ohio 44266, and that bids will be opened on Tuesday, May 27, 2014 at 10:00 am in the Board Room at the 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 and all actions to insure that the public notice of such bids is in full conformity with the Ohio Revised Code; and be it further

RESOLVED, that the Superintendent or his/her designee is authorized to eliminate from consideration any and all bids which do not meet bid specifications or submission timelines and if in the opinion of the Superintendent or his/her designee the award of a contract to the lowest responsive and responsible bidder is not in the best interests of the Portage County Board of Developmental Disabilities, the Superintendent may accept another bid so opened, or reject all bids, and advertise for other bids; 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: Patrick Macke, Superintendent; Diane Cotton, Director of Business Management; & Jennifer Weaver, Supervisor of Transportation Services

The resolution was moved by **Cheri Michael** and seconded by **Thomas Cochran**

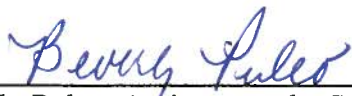
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities, concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance will all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran, aye	Sandy Craft, aye
Ralph Kletzien, aye	Timothy Moran aye
Cheri Michael, aye	Jeanne Schmidlin, aye
John Gargan, 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 **April 16, 2014**, 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 14-04-03 to Amend Resolution 13-10-05 as Approved by the

Board on October 16, 2013 by Adding an Additional Sixty-Seven Thousand, Eight Hundred Seven Dollars and Ninety-Four Cents (\$67,807.94) for the Provision of Daily Habilitation Services for a Third Adult for the Period of March 3, 2014 through December 31, 2015 Resulting in an Amended Total Contract Amount with Hiram Farm Living And Learning Community in an Amount not to exceed Two Hundred Sixteen Thousand, Eighty-Nine Dollars and Fifty-Four Cents (\$216,089.54)

RESOLUTION 14-04-03

AMEND RESOLUTION 13-10-05 AS APPROVED BY THE BOARD ON OCTOBER 16, 2013 BY ADDING AN ADDITIONAL SIXTY-SEVEN THOUSAND, EIGHT HUNDRED SEVEN DOLLARS AND NINETY-FOUR CENTS (\$67,807.94) FOR THE PROVISION OF DAILY HABILITATION SERVICES FOR A THIRD ADULT FOR THE PERIOD OF MARCH 3, 2014 THROUGH DECEMBER 31, 2015 RESULTING IN AN AMENDED TOTAL CONTRACT AMOUNT WITH HIRAM FARM LIVING AND LEARNING COMMUNITY IN AN AMOUNT NOT TO EXCEED TWO HUNDRED SIXTEEN THOUSAND, EIGHTY-NINE DOLLARS AND FIFTY-FOUR CENTS (\$216,089.54)

WHEREAS, the Board approved Resolution 13-10-05 on October 16, 2013 which authorized the Superintendent to enter into a contract with Hiram Farm Living and Learning Community (hereafter Hiram Farm) for the provision of day program services to two individuals with significant behavioral needs in an amount not to exceed one hundred forty-eight thousand, two hundred eighty-one dollars and sixty cents (\$148,281.60) for the delivery of services for the two individuals for the period of January 1, 2014 through December 31, 2015; and

WHEREAS, Hiram Farm began providing day program services to a third individual with significant behavioral needs on March 3, 2014 and the provision of services to this third individual requires an amendment to the total contract amount; now therefore be it

RESOLVED, that the Board hereby amends Resolution 13-10-05 as approved on October 16, 2013 by adding an additional sixty-seven thousand, eight hundred seven dollars and ninety-four cents (\$67,807.94) for the provision of daily habilitation services for a third adult for the period of March 3, 2014 through December 31, 2015 resulting in an amended total contract amount with Hiram Farm in an amount not to exceed two hundred sixteen thousand, eighty-nine dollars and fifty-four cents (\$216,089.54); 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: Patrick Macke, Superintendent, Gina Brown, Director of Service & Support Administration, & Diane Cotton, Director of Business Management

The resolution was moved by **Timothy Moran** and seconded by **Sandy Craft**

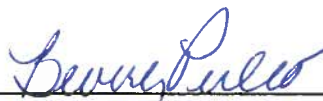
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		John Gargan,	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 **April 16, 2014**, 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 14-04-04 for Authorization to Modify the Licensing Agreement with Primary Solutions, Inc. for the *Gatekeeper* Consumer Database Program with the Addition of the *Tracking Module* and Associated Training for this Module for the Term July 1, 2014 through September 30, 2014 in an Additional Amount of \$1,130.00) and a total contract amount not to exceed twenty-one thousand, seven hundred eighty dollars and no cents (\$21,780.00)

RESOLUTION 14-04-04

**AUTHORIZATION TO MODIFY THE LICENSING AGREEMENT WITH
PRIMARY SOLUTIONS, INC. FOR THE *GATEKEEPER* CONSUMER
DATABASE PROGRAM WITH THE ADDITION OF THE *TRACKING MODULE*
AND ASSOCIATED TRAINING FOR THIS MODULE FOR THE TERM JULY 1,
2014 THROUGH SEPTEMBER 30, 2014 IN AN ADDITIONAL AMOUNT OF
\$1,130.00**

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter the Board) through a contractual arrangement starting in 2007 began paying for annual license fees for the *Gatekeeper* consumer database program from the software vendor, Primary Solutions, Inc., (hereinafter the Vendor) 6665 Busch Blvd., Columbus, OH 43229; and

WHEREAS, in accordance with the contractual agreement with the Vendor, a yearly program license fee is required for support services and the use of the *Gatekeeper* program; and

WHEREAS, the Service and Support Administration Department would like to add the *Gatekeeper Tracking Module* for use with this licensing; now therefore, be it

RESOLVED, that the Board hereby approves the addition of the *Gatekeeper Tracking Module* and necessary staff training on this *Tracking Module* to the licensing agreement for the *Gatekeeper* database software program with the Vendor for the term July 1, 2014 through September 30, 2014 in an additional amount not to exceed one thousand one hundred thirty dollars and no cents (\$1,130.00) and a total contract amount not to exceed twenty-one thousand, seven hundred eighty dollars and no cents (\$21,780.00); and be it further

RESOLVED, that the Superintendent is hereby authorized to take any all actions to carry out this resolution.

Submitted by: Patrick Macke, Superintendent, Gina Brown, Director of Service and Support Administration, and Diane Cotton, Director of Business Management.

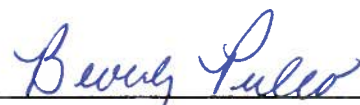
The resolution was moved by **Thomas Cochran** and seconded by **Jeanne Schmidlin**

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

Thomas Cochran,	aye	Sandy Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
John Gargan, 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 special meeting held **April 16, 2014**, 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 adopt new policy: 4.67 *Employment First* required by 5123:2-2-05 *Employment First Rule* effective April 1, 2014

Motion by R. Kletzien
Second by S. Craft
Motion carried by voice vote.

Motioned to amend policy: 4.25 *Service and Support Administration* in accordance with amended OAC 5123:2-1-11 rule effective March 17, 2014
4.49 *Administrative Resolution of Complaints*; note: current policy will remain in effect until May 1, 2014; with new title—*Resolution of Complaints Involving the Portage County Board of Developmental Disabilities and Appeals of Adverse Action Proposed or Initiated by the Portage County Board of Developmental Disabilities*—and current language replaced in its entirety per amended rule OAC5123:2-1-12 effective May 1, 2014

Motion by S. Craft
Second by R. Kletzien
Motion carried by voice vote.

Motioned to rescind policies:

- 4.24 *Habilitation Center Services* No longer applicable
- 4.25A *Crisis Intervention* Incorporated in Amended Policy 4.25
- 4.25B *Employment of Case Managers* Incorporated in Amended Policy 4.25
- 4.25C *Class Action Suits* Incorporated in Amended Policy 4.25
- 4.25D *Personal Advocate Designation* No longer applicable
- 4.25E *Service and Support Plan Development* Incorporated in Amended Policy 4.25
- Current HIPAA policies 8.01 through 8.35

Motion by S. Craft
Second by T. Moran
Motion carried by voice vote.

Motioned to adopt HIPAA policies as noted and hereby gives authorization to Superintendent to amend APPENDICES/PCBDD Authorization Form/Notice of Privacy Practices/PCBDD

Disclosure Log—on an as needed basis as sent electronically April 8, 2014 to Board Members

- 8.01 Confidentiality, Privacy and Computer Security Definitions
- 8.03 Confidentiality—General Rules
- 8.05 Minimum Necessary Policy
- 8.07 Confidentiality Safeguards (Oral & Written)
- 8.09 Speaking with the Family and Friends of an Individual Receiving Services
- 8.11 Authorizations
- 8.13 Verification
- 8.15 Minors, Personal Representatives and Deceased Individuals

- 8.17 Duty to Report Violations and Security Incidents
- 8.19 Disclosures that do Not Require an Authorization
- 8.21 Individual's Right to Access Records
- 8.23 Individual's Right to Request Amendment of Records
- 8.25 Individual's Right to Receive an Accounting of Disclosures
- 8.27 Individual's Right to Request Additional Restrictions
- 8.29 Individual's Right to Request Confidential Communications
- 8.31 Individual's Right to Notice of Privacy Policies
- 8.33 Business Associate Contracts
- 8.35 Notice of Privacy Practices
- 8.37 Non-intimidation and Non-retaliation
- 8.39 HIPAA Assignments and Documentation
- 8.41 Privacy Complaints
- 8.43 Policy Updating and Staff Training
- 8.51 Security Management Process
- 8.53 Data Backup
- 8.55 Disaster Recovery Plan and Emergency Mode Operation
- 8.57 Facility Security and Access Control
- 8.59 Annual Security Evaluation
- 8.61 Audit Control and Activity Review
- 8.63 Malicious Software Protection
- 8.65 Breach Reporting
- 8.67 Security Awareness Program
- 8.69 Device and Media Disposal and Re-Use
- 8.71 Technical Safeguards
- 8.73 Mitigation
- 8.75 Electronic Signatures
- 8.77 Employee System Access and Termination Procedures
- 8.79 Computer Usage
- 8.81 Social Media Use
- 8.83 Portable Computing Devices and Employee-owned Devices
- 8.85 Security Incident Response and Reporting
- APPENDIX 8A: Identifying Business Associates
- APPENDIX 8B: Sample HIPAA Business Associate Agreement
- APPENDIX 8C: Sample HIPAA Privacy & HIPAA Security Officer Job Descriptions
- APPENDIX 8D: Minimum Necessary - Workforce, Disclosures and Requests
- APPENDIX 8E: Required Designations
- PCBDD Authorization Form
- Notice of Privacy Practices
- PCBDD Disclosure Log

Motion by R. Kletzien
Second by T. Cochran

Motion carried by voice vote.

Motioned to abolish position from table of organization: Manager of Vocational

Motion by R. Kletzien

Second by T. Cochran

Motion carried by voice vote.

Reviewed March 2014 Management Reports as sent electronically.

- Bill Whitacre, Director of Adult Services, chair the Strategic Plan Committee, reported the plan is final formatting; will be presented and reviewed at the May 21, 2014 Board In-service and on the June 18, 2014 Regular Meeting for consideration of approval.
- An employment opportunity has been presented to Adult Services consumers by American Landfill, Stark County, a division of Waste Management; several positions has been suggested—i.e. paper picking cleaning offices, assistant to the mechanic; approximated 10-12 individuals will be hired at minimum wage for five (5) days per week.
- George Paroz, Service and Support Supervisor, has been contacted by the Board of Summit DD with another employment opportunity to clean and stock restrooms at area State Rest Area restrooms at \$8.15 per hour. Further discussions to be held.

Reviewed March 2014 Personnel Report as sent electronically.

Recap of Personnel Actions for March 2014:

- As of March 31, there were 221 employees including 35 intermittent positions; there are two (2) 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
- There are three (3) permanent Part-Time employees assigned in Children’s Services one (1) employee are also permanent PT in Transportation and counted there

Positions Added/Abolished:

Abolished: Personal Service Assistant, 240-day, 6.5 hrs/week (Adult Services).

Added: Registered Service Assistant, 240-day, 6.5 hrs/week (Adult Services)

 Waiver Specialist/Provider Compliance, Part-time less than 20 hrs per week (Service & Support Administration)

Job Postings/Vacancies

Registered Service Assistant, 240-day, 6.5 hrs/week (Adult Services) - **2 positions** one replacement, one new vacant December 31, 2014, posted January 10-16, 2014, filled March 17, 2014/March 31, 2014 (replacements) new-vacant

Lifeguard, Part-time, 15 hrs/week (Children's Services), new, vacant February 1, 2014, posted January 24-31, 2014, March 13, 2014

Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration).

Replacement, vacant January 31, 2014, posted January 27-Feb 7, 2014, Filled March 24, 2014

Vehicle Attendant, 240-day, 4 hrs/day, (Transportation), vacant March 31, 2014, posted March 21-27, 2014, Vacant

Waiver Specialist/Provider Compliance, Part-time (Service & Support Administration), new/approved March 19, 2014, posted March 24 - 28, 2014, Vacant

Supplemental Positions:

Soccer Coach (April-June), vacant September 1, 2013, posted June 24-July 12, 2013; filled March 21, 2014

Volleyball Coach (March-June), vacant September 1, 2013, posted June 24-July 12, 2013, filled March 21, 2014

Bowling Assistant (Mar. 8, 2014), vacant March 1, 2014, posted February 14-28, 2014, filled March 7, 2014

Softball Coach (April-June), vacant March 1, 2014, posted March 3-14, 2014, vacant

New Hires:

Gregory Cullopp Substitute Registered Service Assistant (Adult Services), effective March 12, 2014

Marea Ludwig Lifeguard, Part-time Temporary, 15 hrs/week (Children's Services), effective March 13, 2014

George Winsen Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration), effective March 24, 2014

Promotions/Transfers:

Jennifer Coble Vehicle Attendant, 240-day, 4 hrs/day (Transportation) to Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), effective March 31, 2014

Patricia Wade Personal Service Assistant, 240-day, 6.5 hrs/day to Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), effective March 17, 2014

Reclassifications:

Additional Assignments:

Larry Jones Substitute Vehicle Attendant (Transportation), effective November 4, 2013

Supplemental Agreements:

Danielle Furness Soccer Coach (April - June), effective March 21, 2014

Connie Tarver Bowling Assistant (Mar. 8, 2014), effective March 7, 2014

Scott Wilson Volleyball Coach (March - June), effective March 21, 2014

Separations:

Haley Christani Substitute Registered Service Assistant (Adult Services), effective March 17, 2014

JoAnn Hoffman Substitute Vehicle Attendant (Transportation), effective February 11, 2014

Retirements:

Reviewed March 2014 Enrollment Report with enrollment of 895 consumers representing an increase of fourteen (14) and decrease of five (5) consumers from February 2014.

Public Comment: None

The Superintendent reported on the following:

- Noted the Board In-service prior to the regular meeting regarding the Superintendent Search—suggested a Sub-committee be established for the search; timelines; dates of Special Meetings for discussion and action
- Noted the Parent Council Dinner and Raffle being held May 6, 2014 at Happy Day School
- The Waiver Provider Compliance part-time position has been filled by current SSA Melissa Capple; the SSA position has been posted
- The third Board In-service will be scheduled for June or August; suggested topic Disabilities Rights Ohio/Employment First Community Integration
- NEON, local COG, has hired Lori Chick as the new director effective May 19.
- Lynn Leslie, Director of Human Resources and the Superintendent will meet with the Portage County Board of Commissioner to present the ratified OAPSE contract on April 22.
- The OACB Spring Conference is May 22-23, 2014.

The President announced the next regular meeting: May 21, 2014, 5:00 p.m., 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 6:10 p.m.


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

INFORMATION

Monday, April 14, 2014	Parent Council Meeting, Happy Day School, 4:00 pm
Friday, April 18, 2014	Spring Break II, Children’s Services
Friday, April 18, 2014	Spring Break, Adult Services
Monday, April 21, 2014	<i>Calamity Day Make-up</i> all Programs
Thursday, April 24, 2014	<i>Knockin’ Pins</i> for Special Olympics, Kent Lanes
Saturday, May 3, 2014	Area 10 Spring Games, Medina

Tuesday, May 6, 2014	May Dinner sponsored by Parent Council, 6:00pm, Happy Day School
Friday, May 9, 2014	Genetics Outreach Clinic, Happy Day School, 9:00-3:00pm
Saturday, May 10, 2014	Parent Council Fundraiser for HDS student, Happy Day School
Monday, May 12 2014	Parent Council Meeting, Happy Day School, 4:00 pm
Thursday, May 15, 2014	<i>Take Your Child to Work Day</i>
Thursday, May 29, 2014	Volunteer Luncheon, Happy Day School
Friday, May 30, 2014	Annual School Picnic
Wednesday, June 4, 2014	Last Day of School for All Students
Friday, June 6, 2014	Early Intervention Picnic - Happy Day School Pavilion, 10:30-12:00
Monday, June 9-July 25, 2014	Rotary Camp, Happy Day School (closed week June 30)
Friday -Sunday, June 27-29, 2014	Special Olympics Summer Games, Ohio State University
Monday-Friday, June 30-July4, 2014	Summer Break— <u>ALL</u> Programs Closed

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



John Gargan, President



Timothy Moran, Secretary