

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

DECEMBER 17, 2014
5:00PM
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President John Gargan, Jr. called the regular meeting to order at 5:05pm.

Board Members present by Roll Call:

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

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

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

Excused: P. Macke, Supt., G. Brown, J. Foster, K. Sumwalt

Guests present: Kelly Butler, appointed Board Member, T. Havel, President, ARC Summit/Portage Counties; P. Miller, CEO, Portage Industries, Inc.; L. Orsak, new county resident; staff members: N. Novak,; J. Salvatori, D. Clark, B. Orth, R. McCormick,

Introduction of new employees: John Vennetti, Service and Support Administration Supervisor, introduced JoAnna Salvatori, Service and Support Administrator, Service and Support Administration, effective December 1, 2014; Marco Condos, Facility Maintenance Supervisor introduced Nicholas Novak, Maintenance Repair Worker, Facility Maintenance, effective November 20, 2014

Cheri Michael, President, Parent Council, presented a check of Auction Proceeds to the Citizens' Committee for Developmental Disabilities

Adopted a motion to approve minutes from Regular Meeting on November 19 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 December 17, 2014 Agenda as presented at the table.

Motion by J. Schmidlin
Second by C. Michael
Motion carried by voice vote.

Motioned to ratify the November 2014 Invoice Payments as authorized by the Superintendent as attached and herein as part of the minutes.

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

Motioned to accept the November 30, 2014 Financial Report as sent electronically.

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

Motioned to approve the 2015 Annual Plan with noted additions/corrections

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

Motioned to approve Resolution 14-12-01 for the approval of Direct Services contracts with the following individuals as recommended by the Ethics Council per approved Ethics Council Resolution EC14-12-01 for: Jeannie Jamerson for consumer #204046; Jeff & Jennifer Derthick for consumer #201228; Noreen Siegner for consumer #200410; Janice Merritt for consumer #203567; Adam and Sandra Ellis for consumer # 204094 with no conflict of interest

RESOLUTION 14-12-01

**APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING
INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED
ETHICS COUNCIL RESOLUTION EC14-12-01 WITH NO CONFLICT OF INTEREST
FOR:**

Jeannie Jamerson for consumer #204046
Jeff & Jennifer Derthick for consumer #201228
Noreen Siegner for consumer #200410
Janice Merritt for consumer #203567
Adam and Sandra Ellis for consumer # 204094

WHEREAS, the Ethics Council has determined that direct services contracts with the aforementioned named individuals as a parent, guardian or family member meet

WHEREAS, the requirements of Ohio Revised Code section 5126.033; and 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 contacts 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: Patrick Macke, Superintendent

The aforesaid resolution was moved 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:

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, Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **December 17, 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 14-12-02 to approval of current board employee to perform services provided under section 5126.11 (Family Support Services Program) or sections 5126.40

through 5126.46 (Supported Living) through outside employment with an individual, agency, or other entity that has a direct services contract with the board or as an individual providing services as recommended by the Ethics Council per Ethics Council Resolution EC14-12-02 for employee *Kelly Glaze*, substitute Licensed Practical Nurse with no conflict of interest

RESOLUTION 14-12-02

APPROVAL OF CURRENT BOARD EMPLOYEE TO PERFORM SERVICES PROVIDED UNDER SECTION 5126.11 (FAMILY SUPPORT SERVICES PROGRAM) OR SECTIONS 5126.40 THROUGH 5126.46 (SUPPORTED LIVING) THROUGH OUTSIDE EMPLOYMENT WITH AN INDIVIDUAL, AGENCY, OR OTHER ENTITY THAT HAS A DIRECT SERVICES CONTRACT WITH THE BOARD OR AS AN INDIVIDUAL PROVIDING SERVICES AS RECOMMENDED BY THE ETHICS COUNCIL PER ETHICS COUNCIL RESOLUTION EC14-12-02

WHEREAS, employees of the Board are required to inform the Superintendent of the Board of any outside employment the employee has with any individual, agency, or other entity that has a contract with the Board.; and

WHEREAS, employee *Kelly Glaze, Intermittent Licensed Practical Nurse*, has informed the Superintendent that s/he is providing adult foster care; and

WHEREAS, said employee has completed an affidavit declaring that all of the conditions specified in section 5126.033 of the Ohio Revised Code have been met; and

WHEREAS, the Board's Ethics Council has reviewed and approved through Resolution EC14-12-02 that this employee's outside employment meets all of the conditions specified in Ohio Revised Code section 5126.033; and

WHEREAS, by Resolution EC14-12-02 the Board's Ethics Council recommends to the Portage County Board of Developmental Disabilities approval of this employment; now therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and the dual employment with the aforementioned named individual; and be it further

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

Submitted by: Patrick Macke, Superintendent

The resolution was moved by **Jeanne Schmidlin**

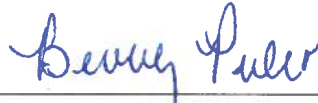
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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, Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **December 17, 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 14-12-03 to approve of current board employee to perform services provided under section 5126.11 (Family Support Services Program) or sections 5126.40 through 5126.46 (Supported Living) through outside employment with an individual, agency, or other entity that has a direct services contract with the board or as an individual providing services as recommended by the Ethics Council per Ethics Council Resolution EC14-12-03' for employee *Clarence Williams*, Registered Service Assistant, Adult Services, with no conflict of interest

RESOLUTION 14-12-03

APPROVAL OF CURRENT BOARD EMPLOYEE TO PERFORM SERVICES PROVIDED UNDER SECTION 5126.11 (FAMILY SUPPORT SERVICES PROGRAM) OR SECTIONS 5126.40 THROUGH 5126.46 (SUPPORTED LIVING) THROUGH OUTSIDE EMPLOYMENT WITH AN INDIVIDUAL, AGENCY, OR OTHER ENTITY THAT HAS A DIRECT SERVICES CONTRACT WITH THE BOARD OR AS AN INDIVIDUAL PROVIDING SERVICES AS RECOMMENDED BY THE ETHICS COUNCIL PER ETHICS COUNCIL RESOLUTION EC14-12-03

WHEREAS, employees of the Board are required to inform the Superintendent of the Board of any outside employment the employee has with any individual, agency, or other entity that has a contract with the Board.; and

WHEREAS, employee *Clarence Williams, Registered Service Assistant*, has informed the

Superintendent that s/he is an independent provider; and

WHEREAS, said employee has completed an affidavit declaring that all of the conditions specified in section 5126.033 of the Ohio Revised Code have been met; and

WHEREAS, the Board's Ethics Council has reviewed and approved through Resolution EC14-12-03 that this employee's outside employment meets all of the conditions specified in Ohio Revised Code section 5126.033; and

WHEREAS, by Resolution EC14-12-03 the Board's Ethics Council recommends to the Portage County Board of Developmental Disabilities approval of this employment; now therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and the dual employment with the aforementioned named individual; and be it further

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

Submitted by: Patrick Macke, Superintendent

The 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:

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, Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **December 17, 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 14-12-04 to approval of Contract with Cerner Corporation for Adult Day Supports Electronic Documentation and Tracking System Software Subscription Fees for the Period of December 14, 2014 through December 31, 2016 in an amount not to exceed Twenty-Three Thousand, Two Hundred Fifty-Seven Dollars and Eighty-Eight Cents (\$23,257.88)

RESOLUTION 14-12-04

APPROVAL OF CONTRACT WITH CERNER CORPORATION FOR ADULT DAY SUPPORTS ELECTRONIC DOCUMENTATION AND TRACKING SYSTEM SOFTWARE SUBSCRIPTION FEES FOR THE PERIOD OF DECEMBER 14, 2014 THROUGH DECEMBER 31, 2016 IN AN AMOUNT NOT TO EXCEED TWENTY-THREE THOUSAND, TWO HUNDRED FIFTY-SEVEN DOLLARS AND EIGHTY-EIGHT CENTS (\$23,257.88)

WHEREAS, the Portage County Board of Developmental Disabilities (herein after the Board) through a contractual arrangement in 2010 began paying for subscription fees for the *Caretracker* adult day supports electronic documentation and tracking system software from Cerner Corporation, (herein after as the Vendor), 2800 Rockcreek Parkway, North Kansas City, MO 64117; and

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

WHEREAS, the current agreement is about to expire and its continuation is necessary for the efficient operation of the Board's adult day supports electronic documentation and tracking; now therefore be it

RESOLVED, that the Board hereby approves the continuation of the subscription agreement for the *Caretracker* software program with the Vendor for the term December 14, 2014 through December 31, 2016 in an amount not to exceed twenty-three thousand, two hundred fifty-seven dollars and eighty-eight cents (\$23,257.88), a slight decrease in the annual subscription rate from the prior contract; 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; Diane Cotton, Director of Business Management; & George Paroz, Director of Adult Services.

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 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 **December 17, 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 14-12-05 to approve a Contract with The North East Ohio Network (NEON) for Council of Government Expenditures in an Amount not to exceed Four Hundred Seventy-five Thousand Dollars (\$475,000.00) for the period January 1, 2015 through December 31, 2015

RESOLUTION 14-12-05

**APPROVAL OF A CONTRACT WITH THE NORTH EAST OHIO NETWORK (NEON)
FOR COUNCIL OF GOVERNMENT EXPENDITURES IN AN AMOUNT NOT TO
EXCEED FOUR HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$475,000.00)
FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2015**

WHEREAS, in 1999, the Portage County Board of Developmental Disabilities (hereinafter Board) and The North East Ohio Network (hereinafter NEON), a Council of Governments (COG) established under Chapter 167 of the Ohio Revised Code, entered into an agreement (Contract # 290 099 00028) to establish a relationship under which NEON would undertake certain administrative actions on behalf of the Board related to the administration of residential services; and

WHEREAS, NEON, on behalf of and upon approval of the Superintendent or his/her designee, uses Board-provided levy and state-generated funds for the payment and/or administration of various Board functions and services, such as supported living services, other residentially-related services, quality assurance nursing

reviews, backup major unusual incident investigative services, Family Support Services Program administration, delegated nursing training, and other community-based services and supports; and

WHEREAS, it is desirable that the relationship between the Board and NEON continue so that NEON can continue to perform such functions during 2015; now therefore be it

RESOLVED, that the Board herein authorizes entry into an agreement with NEON for the period of January 1, 2015 through December 31, 2015 for the performance of and payment by NEON, as authorized by the Superintendent or his/her designee for the functions and/or services listed above, in an amount to be provided to NEON by the Board not to exceed four hundred seventy-five thousand dollars (\$475,000.00) in calendar year 2015; and be it further

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

Submitted by: Patrick Macke, Superintendent and Diane Cotton, Director of Business Management;

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

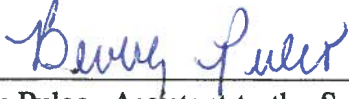
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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, Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **December 17, 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 14-12-06 for Approval of an Agreement with Portage Industries, Inc. for the period January 1, 2015 through April 30, 2015 under current terms and conditions in an amount not to exceed one hundred forty-nine thousand, four hundred seventeen dollars (\$149,417.00)

RESOLUTION 14-12-06

APPROVAL OF AN AGREEMENT WITH PORTAGE INDUSTRIES, INC. FOR THE PERIOD JANUARY 1, 2015 THROUGH APRIL 30, 2015 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY-NINE THOUSAND, FOUR HUNDRED SEVENTEEN DOLLARS (\$149,417.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) currently has a contract with Portage Industries, Inc. (hereinafter Vendor) which expires on December 31, 2014; and

WHEREAS, both the Board and the Vendor are desirous of continuing a contractual relationship for the provision of work procurement, production management including inventory control and oversight of production operations, consumer payroll processing, adult day supports/vocational habilitation, and supported employment-community services provided by the Vendor and paid for by the Board; now, therefore be it

RESOLVED, that the Board hereby approves and authorizes the Superintendent to enter into a contract with the Vendor to pay for the provision of work procurement, production management including inventory control and oversight of operations, consumer payroll processing, adult day supports/vocational habilitation, and supported employment-community services for a contractual period of January 1, 2015 through April 30, 2015 in an amount not to exceed one hundred forty-nine thousand, four hundred seventeen dollars and no cents (\$149,417.00) with no increase over the 2014 contract rates; and be it further

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

Submitted by: Patrick Macke, Superintendent; George Paroz, Director of Adult Services; and Diane Cotton, Director of Business Management;

The resolution was moved by **Thomas Cochran** 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
Ralph Kletzien, aye
Timothy Moran, aye

Sandra Craft, 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 on **December 17, 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 14-12-07 for approval of Contract with Robinson Health Affiliates for the Provision of Department of Transportation (DOT) Drug/Alcohol Testing and Training through the Portage County Drug & Alcohol Testing Consortium for the Period January 1, 2015 through December 31, 2015 in amount not to exceed Two Thousand Six Hundred Dollars (\$2,600.00)

RESOLUTION 14-12-07

APPROVAL OF CONTRACT WITH ROBINSON HEALTH AFFILIATES FOR THE PROVISION OF DEPARTMENT OF TRANSPORTATION (DOT) DRUG/ALCOHOL TESTING AND TRAINING THROUGH THE PORTAGE COUNTY DRUG & ALCOHOL TESTING CONSORTIUM FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2015 IN AMOUNT NOT TO EXCEED TWO THOUSAND SIX HUNDRED DOLLARS (\$2600.00)

WHEREAS, Robinson Health Affiliates hereinafter (hereinafter referred to a the Vendor) has had a previous contract with the Portage County Board of Developmental Disabilities (hereinafter refer to as the Board) to provide DOT drug/alcohol testing and training through the Portage County Drug & Alcohol Testing Consortium, and

WHEREAS, it is the desire of the Board to enter a contract with the Vendor for the period January 1, 2015 through December 31, 2015 to provide drug and alcohol testing and training; and be it

RESOLVED, the Board authorizes entry into successor contract with the following Service Providers for the term of such contract shall extend from January 1, 2015 through December 31, 2015 in an amount not to exceed two thousand six hundred dollars (\$2,600.00); and be it further

RESOLVED the Superintendent is authorized to take any and all action to carry out this resolution

Submitted by: Patrick R. Macke, Superintendent, Diane Cotton, Director of Business Management, and Lynn Leslie, Director of Human Resources

The resolution was moved by **Tim Moran** and seconded by **Ralph Kletzien**

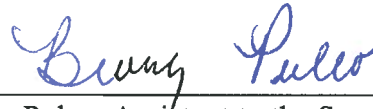
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

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 **December 15, 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 14-12-08 to approve an agreement with Hattie Larlham Center for Children with Disabilities for Day Program Services Provided to Adults from the Hattie Larlham Center for Children attending Portage Industries for the Term January 1, 2015 through December 31, 2015 at an annual rate of thirteen thousand, two hundred twenty dollars and no cents (\$13,220.00) per full-time individual residing at the Center and receiving day program services at Portage Industries, with this rate representing a 1.5% increase from the 2014 rate Currently five (5) individuals being served.

RESOLUTION 14-12-08

AGREEMENT WITH HATTIE LARLHAM CENTER FOR CHILDREN WITH DISABILITIES FOR DAY PROGRAM SERVICES PROVIDED TO ADULTS FROM THE HATTIE LARLHAM CENTER FOR CHILDREN ATTENDING PORTAGE INDUSTRIES FOR THE TERM JANUARY 1, 2015 THROUGH DECEMBER 31, 2015

WHEREAS, the Hattie Larlham Center for Children with Disabilities (hereinafter the Center) has given "freedom of choice of provider" to its residents, six of whom currently attend either full-time or part-time the Adult Services Program at Portage

Industries to receive day program services under an agreement between the Center and the Portage County Board of Developmental Disabilities (hereinafter the Board); and

WHEREAS, it is the desire of the Board and the Center to continue this agreement for the period January 1, 2015 through December 31, 2015; and

WHEREAS, the Center has agreed to reimburse the Board for day program services provided at an annual rate of thirteen thousand, two hundred twenty dollars and no cents (\$13,220.00) per full-time individual residing at the Center and receiving day program services at Portage Industries, with this rate representing a 1.5% increase from the 2014 rate; now therefore be it,

RESOLVED, that the Board authorizes entry into an agreement with the Center for the term January 1, 2015 through December 31, 2015 at a rate of \$13,220.00 per full-time individual; 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; George Paroz, Director of Adult Services and Diane Cotton, Director of Business Management.

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

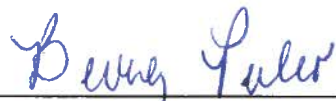
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Tim 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 **December 17, 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 14-12-09 to approve Continuation of a Program Contract with Family and Community Services, Inc. for Transportation Services for the Term January 1, 2015 through December 31, 2015 in an amount not to exceed Forty-Five Thousand Dollars (\$45,000.00) for individuals not on a waiver

RESOLUTION 14-12-09

TO APPROVE CONTINUATION OF A PROGRAM CONTRACT WITH FAMILY AND COMMUNITY SERVICES, INC. FOR TRANSPORTATION SERVICES FOR THE TERM JANUARY 1, 2015 THROUGH DECEMBER 31, 2015 IN AN AMOUNT NOT TO EXCEED FORTY-FIVE THOUSAND DOLLARS (\$45,000.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter the Board) is responsible for either providing directly itself or making arrangements with outside vendors for the provision of daily specialized transportation services to approximately one hundred sixty-five (165) adults; and

WHEREAS, the Board does not have the capacity to meet this need for daily specialized transportation services to adults with its own transportation fleet nor is it cost effective to expand its transportation fleet; and

WHEREAS, Family and Community Services, Inc., 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266 (hereinafter the Vendor) currently has a contract with the Board to assist it in fulfilling its transportation obligations; and

WHEREAS, the Vendor is desirous of continuing this contractual relationship; and

WHEREAS, the Superintendent, Director of Business Management, and Supervisor of Transportation Services also recommend continuation of this contractual relationship; now therefore be it

RESOLVED, that the Board herein authorizes the Superintendent to enter into a successor contract with the Vendor for transportation services for the term January 1, 2015 through December 31, 2015 in an amount not to exceed forty-five thousand dollars (\$45,000.00) for the term of the agreement and with no increase in the 2014 rate of \$1.90 per revenue mile on non-holidays and \$2.85 per revenue mile for holidays; and be it further

RESOLVED, that the Superintendent or his/her designee is further 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 Transportation Services

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 is as follows:

Thomas Cochran,	aye	Sandra Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Tim Moran,	aye	Jeanne Schmidlin,	aye
John Gargan, 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 **December 17, 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 14-12-10 To Appoint Neon Authorized Representatives

RESOLUTION 14-12-10

NEON AUTHORIZED REPRESENTATIVES

WHEREAS, the Portage County Board of Developmental Disabilities (herein after the Board) is a member of a Council of Governments along with other such boards, and

WHEREAS, said Council of Governments is known as the Northeast Ohio Network, or NEON, and

WHEREAS, the Board appoints Superintendent, Omar A. Nagi, as the authorized representative of the Board to the NEON Council, and

WHEREAS, there are occasions when, due to scheduling conflicts or other circumstances, the Superintendent cannot attend scheduled or emergency meetings of the NEON Council, and.

WHEREAS, the Board authorizes the Director of Business Management, Diane Cotton, to act as the designated authorized representative to the NEON Council at the behest of the Superintendent, now therefore be it

RESOLVED, the Board appoints Superintendent Omar A. Nagi as the authorized representative

and Director of Business Management, Diane Cotton, as the designated authorized representative in absence of the name Superintendent to the NEON Council, and be it further

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

Submitted by: Patrick Macke, Superintendent; Diane Cotton, Director of Business Management

The resolution was moved by **Thomas Cochran** and seconded by **Ralph Kletzien**

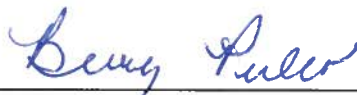
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Tim Moran,	aye	Jeanne Schmidlin,	aye
		John Gargan,	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 **December 17, 2014**, and an accurate copy of said resolution will be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion to Approve Proclamation to the Knights of Columbus Proclamation to recognize thirty-eight (38) years of sponsoring the Annual Basketball Shootout

PROCLAMATION OF APPRECIATION

WHEREAS, for thirty-eight years, member councils of the Portage County Chapter Knights of Columbus have dedicated time, energy, and commitment in providing individuals the opportunity to socialize with the community, and

WHEREAS, this event provides for individual achievement and recognition, and

WHEREAS, the following councils have given of themselves to provide the opportunity for

individuals to participate in the Annual Special Population Free Throw Contest, and

WHEREAS, the Portage County Board of Developmental Disabilities extends sincere gratitude and thank you to:

- Aurora Council #14186
- Garrettsville St. Ambrose Council #11801
- Kent Council #1411
- Mantua Council #3766
- Randolph St. Joseph Council #2039
- Ravenna Council #1417
- Rootstown St. Peter’s Council #5173
- Streetsboro Council #4571
- Windham St. Andrew’s Council #4431

THEREFORE BE IT RESOLVED, the Portage County Board of Developmental Disabilities appreciates, commends, and recognizes each of the named Councils, thanking each council for the opportunity to participate in the Annual Special Population Free Throw Contest.

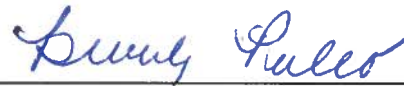
Thomas Cochran
Ralph Kletzien
Timothy Moran
Schmidlin

Sandra Craft
Cheri Michael,
Jeanne

John Gargan, Jr

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 December 17, 2014, and an accurate copy of said proclamation may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion carried roll call vote as follows, Thomas Cochran, aye, Sandy Craft, aye, John Gargan, aye, Ralph Kletzien, aye, Cheri Michael, aye, Timothy Moran, aye, Jeanne Schmidlin, aye

Reviewed November 2014 Management Reports—Technology

Reviewed November 2014 Personnel Report as sent electronically. Lynn Leslie, Director of Human Resources, noted two (2) added positions: Deputy Superintendent and Job Development Manager; and the abolishment of a Registered Service Assistant position.

Recap of Personnel Actions for November 2014:

- As of November 30th there were 221 employees including 36 intermittent positions; with three (3) 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:

Deputy Superintendent, 260-262 days, 8 hrs/day (Administration)
Job Development Manager, 260-262 days, 8 hrs/day (Adult Services) - added in October
Registered Service Assistant, 240-days, 6.5 hrs/day (Adult Services)

Job Postings/Vacancies

Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration) vacant September 26, 2014, posted September 24-October 3, 2014, filled effective November 12, 2014
Maintenance Repair Worker, 260-262 days, 8 hrs/day (Maintenance), vacant October 31, 2014, posted October 6-10, 2014, filled effective November 20, 2014
Job Development Manager, 260-262 days, 8 hrs/day (Adult Services), New, posted October 6-17, 2014, filled effective January 5, 2015
Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services) -2 positions, vacant December 31, 2014, posted October 14-24, 2014, filled effective January 5, 2015
Vehicle Operator w/o CDL, 240-days, 4 hrs/day (Transportation), vacant November 30, 2014,; posted November 11-18, 2014, filled effective December 1, 2014
Instructor, 184-days, 7 hrs/day (Children's Services), vacant January 5, 2015, posted November 17-26, 2014, Vacant
Vehicle Attendant w/o CDL, 240-days, 4 hrs/day (Transportation), vacant December 1, 2014, posted November 25- Dec 4, 2014; Filled December 8, 2014

Supplemental Positions:**New Hires:**

Brianne Collura Substitute Registered Service Assistant (Adult Services), effective November 12, 2014
Crystal McCoy Substitute LPN (Children's Services), effective November 20, 2014
Omar Nagi Deputy Superintendent, 260-262 days, 8 hrs/day (Administration), effective November 3, 2014
Nicholas Novak Maintenance Repair Worker, 260-262 days, 8 hrs/day (Maintenance), effective November 20, 2014
JoAnna Salvatori Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration), effective November 12, 2014

Promotions/Transfers:**Reclassifications:**

**Additional Assignments:
Supplemental Agreements:**

Separations:

Megan Zita Intermittent Instructor Assistant,(Children’s Services) effective November 18, 2014

Retirements:

Sandra Carter Vehicle Operator w/CDL, 240-day, 4 hrs/day (Transportation), effective November 30, 2014

Reviewed November 2014 Enrollment Report with enrollment of 911 consumers representing an increase of twenty-six (26)) and a decrease of none (9) consumers from October 2014

No Public Comment

Board President, John Gargan, presented Board Member, Sandy Craft, a plaque of appreciation for the four (4) years she served on the Board.

The Deputy Superintendent reported on the following:

- Introduced Kelly Butler, a newly appointed Board Member by the Probate Judge, effective January 1, 2015 to replace Board Member Sandy Craft, who term expires December 31, 2014 and was ineligible for re-appointment
- Attended the OACB Annual Convention—noted that Director Martin spoke about the twenty-five points for the Strategic plan and how to be put into place by county boards.
- A draft of the CMS Transition Plan (60 pages) was released December 16, 2014
- The *Imagine* software presentation is to be held at Trumbull County Board of DD .
- It was recommended that board members have Board email address to be in HIPAA compliance and increase confidentiality

At 5:45pm, the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by R. Kletzien
Second by T. Cochran

For the following identified reason:

- (x) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; indicate reason: Compensation of a public employee
- () To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;

- () Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or intimate court action;.
- () Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- () Matters required to be kept confidential by federal law or rules or state statues.
- () Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public boy of public office.

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

NOT VOTING	PRESENT		BOARD MEMBERS
	YES	NO	
()	(x)	()	THOMAS COCHRAN
()	(x)	()	SANDY CRAFT
()	(x)	()	JOHN GARGAN JR
()	(x)	()	RALPH KLETZIEN
()	(x)	()	CHERI MICHAEL
()	(x)	()	TIMOTHY MORAN
()	(x)	()	JEANNE SCHMIDLIN

Motion to adjourn executive session at 6:41pm

Motion by T. Cochran

Second by R. Kletzien

Motion carried by roll call vote as follows: Thomas Cochran, aye, Sandy Craft, aye, John Gargan, Jr., aye, Ralph Kletzien, aye, Cheri Michael, aye, Timothy Moran, aye Jeanne Schmidlin, aye.

Motion to return to open session 6:42pm

Motion by R. Kletzien

Second by T. Cochran

Motion carried.

Action taken from Executive Session to approve Resolution 14-12-11 to recommend Board

approval of Limited Employment Management Contracts with noted management staff for the period January 1, 2015 through December 31, 2017.

RESOLUTION 14-12-11

RECOMMEND BOARD APPROVAL OF LIMITED EMPLOYMENT MANAGEMENT CONTRACTS WITH KENDALL SMITH, TARA BAILEY, DIANE COTTON, JENNIFER DERTHICK, CHARLENE HURLEY, LYNN LESLIE, GAIL MCALISTER, JAIME NICHOLS, JULEEN PAYNE, BEVERLY PULEO, KIMBERLY SUMWALT, & JENNIFER WEAVER FOR THE PERIOD JANUARY 1, 2015 THROUGH DECEMBER 31, 2017

- WHEREAS, Ohio Revised Code section 5126.21 requires that Portage County Board of Developmental Disabilities (hereinafter the Board) employ management employees under a limited employment management contract; and
- WHEREAS, Ohio Revised Code section 5126.21 requires that management employees be employed by the Board under a limited employment management contract for a period of not less than one (1) year and not more than five (5) years; and
- WHEREAS Ohio Revised Code section 5126.21 (A)(1) and Board Policy 1.00 *Powers and Duties of the Board* require that any limited employment management contract for more than a period of one (1) year be approved by the Board; and
- WHEREAS, the Superintendent and the Deputy Superintendent herein recommend limited employment management contracts with Kendall Smith, Tara Bailey, Diane Cotton, Jennifer Derthick, Charlene Hurley, Lynn Leslie, Gail McAlister, Jaime Nichols, Juleen Payne, Beverly Puleo, Kimberly Sumwalt, & Jennifer Weaver for the period January 1, 2015 through December 31, 2017; and
- WHEREAS, the Board's Financial/Human Resources Committee after deliberation and review at its meeting on December 9, 2014, approved a resolution and recommended approval by the full Board, at its next regularly scheduled meeting, of limited employment management contracts with Kendall Smith, Tara Bailey, Diane Cotton, Jennifer Derthick, Charlene Hurley, Lynn Leslie, Gail McAlister, Jaime Nichols, Juleen Payne, Beverly Puleo, Kimberly Sumwalt, & Jennifer Weaver for the period January 1, 2015 through December 31, 2017; now therefore be it
- RESOLVED, that the Board herein approves limited employment management contracts with Kendall Smith, Tara Bailey, Diane Cotton, Jennifer Derthick, Charlene Hurley, Lynn Leslie, Gail McAlister, Jaime Nichols, Juleen Payne, Beverly Puleo, Kimberly Sumwalt, & Jennifer Weaver for the period January 1, 2015 through December 31, 2017; and be it further
- RESOLVED, that the Superintendent or his/her designee is herein directed to take any and all action to actualize limited employment management contracts with Kendall Smith, Tara Bailey, Diane Cotton, Jennifer Derthick, Charlene Hurley, Lynn Leslie, Gail McAlister, Jaime Nichols, Juleen Payne, Beverly Puleo, Kimberly Sumwalt, & Jennifer Weaver for the period January 1, 2015 through December 31, 2017.

Submitted by: Patrick Macke, Superintendent; & Omar Nagi, Deputy Superintendent.

The resolution was moved by **Ralph Kletzien** and seconded by **Sandra Craft**

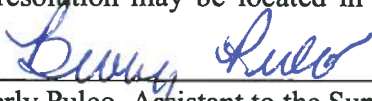
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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 **December 17, 2014**, and an accurate copy of said resolution may be located in the official minutes of the Board.



 Beverly Puleo, Assistant to the Superintendent

A motion was made to set January 2014 reorganization & regular board meeting date as January 21, 2015, 5:00 p.m. Dennis M. Coble Administration building

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

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 6:45 p.m.

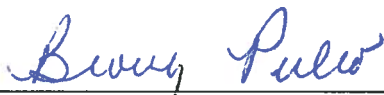
Motion by S. Craft
Second by J. Schmidlin
Motion carried by voice vote.

INFORMATION

Friday, December 12, 2014	School-age Socialization- Dinner & Activity, Happy Day School, 6:00-8:00 pm
December 22, 2014-January 2, 2015	Winter Break, All Programs Closed

Wednesday, January 7, 2015 KSU), 7:00pm	Special Olympics KSU Basketball Fundraiser (Bowling Green vs KSU), 7:00pm
Saturday, January 10, 2015	Knights of Columbus Basketball Shootout, 11:00am. Happy Day School [snow date (if needed) 1/17/15]
Monday January 12, 2015	Parent Council Meeting, Portage Industries, 4:00pm
Monday, January 19, 2015	MLK Birthday/All Programs Closed
Friday, January 23, 2015	School-age Socialization- Dinner & Activity, Happy Day School, 6:00-8:00pm

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



John Gargan, President



Timothy Moran, Secretary