

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

JANUARY 15, 2014
Regular Meeting
Followed the Organizational Meeting
Dennis M. Coble Administration Building

MINUTES

President Ralph Kletzien called the regular meeting to order at 5:00pm.

PRESENT:

T. COCHRAN
J. GARGAN
R. KLETZIEN
C. MICHAEL
T. MORAN
J. SCHMIDLIN

GUESTS:

D. McCoy, former Board Member

STAFF:

P. MACKE, SUPT.
G. BROWN
M. CONDOS
D. COTTON
J. FOSTER
L. LESLIE
G. MCALISTER
G. PAROZ—excused
B. PULEO
K. SMITH—excused
K. SUMWALT—excused
J. WEAVER
B. WHITACRE
D. GORDEN
N. NADASKY
J. GUNTHER
C. WEST

EXCUSED:

S. CRAFT

A quorum is present.

Motion to excuse absent Board Member(s): Sandy Craft

Motion by T. Moran

Second by J. Schmidlin

Motion carried.

Adopted a motion to approve minutes of the December 18,, 2013 Regular Meeting as sent electronically.

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

Adopted a motion to approve the January 15, 2013 Agenda as sent electronically with the addition/correction of:

- add Resolution 14-01-08 Modify 2014 Appropriations(at table)
- add Amend Policy 1.18 *Meetings Open to the Public* and
- add Amend Policy 6.25 *Public Records*

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

Motioned to ratify the December 2013 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.

Motioned to accept the December 31, 2013 Financial Statements as sent electronically.

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

Motioned to approve Resolution 14-01-01 to accept Gifts, Memorials, Grants, and Donations for the month of December 2013 in the amount of \$505.00

RESOLUTION 14-01-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF DECEMBER 2013 IN THE AMOUNT OF \$505.00

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of December 2013 as specified below: and

To:	From:	
Portage County Board of DD	Knights of Columbus Council 14186 <i>(The Measure)</i>	200.00

	UP campaign)	
Happy Day School/in memory of Elizabeth Moledor	Melissa Habowski	100.00
	James & Joyce Bowen	30.00
	Barbara Moledor	100.00
	Prospect Promos Printing	75.00
Total		\$505.00

WHEREAS, Board Policy 1.32 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 1.32 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: Patrick Macke, Superintendent, & Diane Cotton, Director Business Management

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

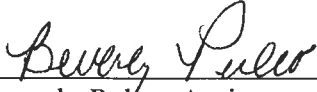
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	excused
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 **January 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 14-01-02 Authorizing Political Subdivision to Participate in the State of Ohio Cooperative Purchasing Program

RESOLUTION 14-01-02

**PARTICIPATION IN THE OHIO DEPARTMENT OF TRANSPORTATION
COOPERATIVE PURCHASING PROGRAM**

WHEREAS, Section 5513.01(B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles; and therefore be it ordained

by the Portage County Board of Developmental Disabilities:

SECTION 1

The SUPERINTENDENT hereby requests authority in the name of the Portage County Board of Developmental Disabilities (herein after referred to as the Board), to participate in the Ohio Department of Transportation (Department) contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01 (B).

SECTION 2

That SUPERINTENDENT is hereby authorized to agree in the name of the Board to be bound by all terms and conditions as the Director of Transportation prescribes.

SECTION 3

The SUPERINTENDENT is hereby authorized to agree in the name of the Board to directly pay vendors, under each such contract of the Department in which the PCBDD participates for items it receives pursuant to the contract.

SECTION 4

That the Board agrees to hold the Director of Transportation and the Department harmless for any claim or dispute arising out of participation in a contract pursuant to Ohio Revised Code Section 5513.01 (B).

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

The resolution was moved by **Cheri Michael** and seconded by **Ralph Kletzien**

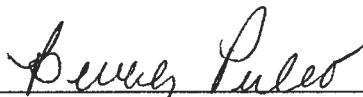
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	excused
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 **January 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 14-01-03 for Participation in the Ohio Department of Transportation Cooperative Purchasing Program

RESOLUTION 14-01-03

AUTHORIZING POLITICAL SUBDIVISION TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM

WHEREAS, Ohio’s Cooperative Purchasing Act (AM Sub. H. B. No. 100), as signed into law on December 4, 1985; and

WHEREAS, effective March 6, 1986, Ohio’s Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of

supplies, services, equipment and certain materials; and therefore be it

RESOLVED, the Portage County Board of Developmental Disabilities (hereinafter Board)

Section 1. hereby requests authority in the name of the Board to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. that the Board agrees to be bound by all contract terms and conditions as the Department of Administrative Services, Office Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of the Board’s participation in the contract. Further, that the Board does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non -members of the Coop for the purpose of avoiding the requirements established by ORC 125.04

Section 3. that the Board agrees to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract.

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

The resolution was moved by **Timothy 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.

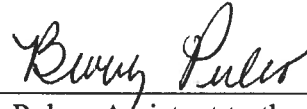
The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Thomas Cochran,	aye	Sandra Craft,	excused
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 **January 15, 2014**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo
Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 14-01-04 to Authorize Membership in the Stark County Schools' Council of Governments for Cooperative Purchasing for the term July 1, 2014-thru June 30, 2015 *and* Membership in the Community, University, & Education (CUE) Purchasing Association for the term January 1, 2014 thru December 31, 2014

RESOLUTION 14-01-04

MEMBERSHIP IN THE STARK COUNTY SCHOOLS' COUNCIL OF GOVERNMENTS FOR COOPERATIVE PURCHASING AND IN THE COMMUNITY, UNIVERSITY, & EDUCATION (CUE) PURCHASING ASSOCIATION

WHEREAS, the Portage County Board of Developmental Disabilities (herein referred to as the Board) desires to continue to be a member of the Stark County Schools' Council of Governments for the purpose of cooperative purchasing; and

WHEREAS, the Board desires to continue the annual membership in the Community, University, & Education Purchasing Association (CUE) for the purpose of cooperative purchasing; and therefore be it

RESOLVED, the Board authorizes continued membership to the Stark County Schools' Council of Governments July 1, 2014 through June 30, 2014; and be it further

RESOLVED, the Board authorizes continued membership in the CUE for the term January 1, 2014 through December 31, 2014; 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 and Diane Cotton, Director of Business Management.

The resolution was moved by **Thomas Cochran** and seconded by **Timothy Moran**

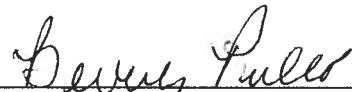
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	excused
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 **January 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 14-01-05 for Membership in the Ohio Schools Council for Cooperative Purchasing

RESOLUTION 14-01-05

MEMBERSHIP IN THE OHIO SCHOOLS COUNCIL FOR COOPERATIVE PURCHASING

WHEREAS, the Portage County Board of Developmental Disabilities (herein referred to as the Board) desires to continue to be a member of the Ohio Schools Council for the purpose of cooperative purchasing; therefore be it

RESOLVED, the Board authorizes continued membership to the Ohio Schools Council effective July 1, 2014 through June 30, 2015; 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 and Diane Cotton, Director of Business Management.

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,	excused
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 **January 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

Motion to approve Resolution 14-01-06 Amend Resolution 13-09-04 Contract with Art On Wheels for January 1, 2014-December 31, 2014 to reflect Provider name change to *Imprint, LLC*

RESOLUTION 14-01-06

**AMEND RESOLUTION 13-09-04 CONTRACT WITH ART ON WHEELS, INC., 2249
 ELM STREET, CLEVELAND, OH 44113, A NON-PROFIT ART EDUCATION
 ORGANIZATION, FOR THE PROVISION OF HANDS-ON ART EDUCATION
 ACTIVITIES WITH INDIVIDUALS AT PORTAGE INDUSTRIES FOR THE PERIOD
 JANUARY 1, 2014 THROUGH DECEMBER 31, 2014 IN AN AMOUNT NOT TO
 EXCEED FIFTEEN THOUSAND DOLLARS (\$15,000.00) TO REFLECT NAME
 CHANGE TO *IMPRINT, LLC***

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) has approved entry into a contract with Arts on Wheels, Inc. (hereinafter Provider), a private non-profit art education, for the provision of hands-on art education activities by the Provider for individuals receiving day program services at the Portage Industries adult workshop through Resolution 13-09-04; and

WHEREAS, the Provider has notified the Board that the company is changing their name to ; Imprint LLC, now therefore be it

RESOLVED, that the Board hereby amends Resolution 13-09-04 entry into a contract with the Provider to reflect the name change for the Provider to Imprint, LLC to provide hands-on art education activities by the Provider for individuals receiving day program at Portage Industries for the period January 1, 2014 through December 31, 2014 in an amount not to exceed fifteen thousand dollars (\$15,000.00); and be

it further

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

Submitted by: Patrick Macke, Superintendent; Diane Cotton, Director of Business Management; and Bill Whitacre, Director of Adult Services.

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

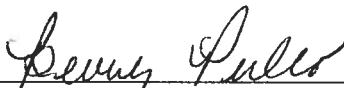
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	excused
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 **January 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

Motion to approve Resolution 14-01-07 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, 2014 through December 31, 2014 in amount not to exceed Two Thousand Six Hundred Dollars (\$2600.00)

RESOLUTION 14-01-07

**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, 2014 THROUGH DECEMBER 31, 2014 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, 2014 through December 31, 2014 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, 2014 through December 31, 2014 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 **Cheri Michael** and seconded by **Jeanne Schmidlin**

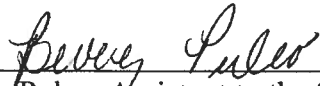
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	excused
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 **January 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

Motion to approve Resolution 14-01-08 Request to Modify the Fiscal Year 2014 Appropriation Budget as Approved by The Portage County Board Of Developmental Disabilities per Resolution 13-05-02 on May 15, 2013

RESOLUTION 14-01-08

REQUEST TO MODIFY THE FISCAL YEAR 2014 APPROPRIATION BUDGET AS APPROVED BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PER RESOLUTION 13-05-02 ON MAY 15, 2013

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 2014 appropriation budget due to revised revenue certifications and revised departmental budgets; now, therefore, be it

RESOLVED, that the Board does hereby approve and authorize a modification to the Fiscal Year 2014 Appropriation Budget by an increase in the amount of three hundred fifty-six thousand, eight hundred forty dollars (\$356,840), with the modified amounts shown in the table below for a total Fiscal Year 2014 Appropriation Budget amount of twenty-three million, six hundred twenty-two thousand dollars (\$23,622,000); and be it further

Account Number	Description	Budget	Modification	Modified Amount
Fund 1340	DD Operating Fund	\$23,048,660	\$187,740	\$23,236,400
Fund 1341	ECSE Grant	\$8,200	(\$8,200)	\$0
Fund 1343	IDEA Part B Grant	\$41,000	(\$400)	\$40,600
Fund 4100	Capital Fund	\$150,000	\$100,000	\$250,000
Fund 8104	Gift/Donation Fund	\$8,300	\$86,700	\$95,000
	TOTAL ALL FUNDS	\$23,256,160	\$356,840	\$23,622,000

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 2014 as revenues and needs change.

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

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

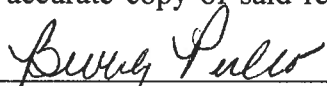
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	excused
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 **January 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

Motion to approve proclamation for Knight of Columbus, Twenty-four (24) Years sponsoring Special Olympics Bowling

Motion by R. Kletzien

Second by T. Cochran

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

PROCLAMATION OF APPRECIATION

WHEREAS, Portage County Chapter Knights of Columbus member councils have dedicated time, energy, and commitment for twenty-four years of bowling recreation and to provide individuals the opportunity to socialize with the community; and

WHEREAS, individual achievement and recognition is achieved by this bowling event; and

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

- Aurora Council #14186
- Garrettsville St. Ambrose Council #11801
- Kent Council #1411
- Mantua Council #3766
- Newman Center #15312
- Randolph St. Joseph Council #2039
- Ravenna Council #1417
- Rootstown St. Peter's Council #5173
- Streetsboro Council #4571
- Windham St. Andrew's Council #4431

Who have given of themselves to provide the opportunity for individuals to participate in the Special Olympics Bowling Invitational; and therefore be it

RESOLVED, the Portage County Board of Developmental Disabilities appreciates, commends, and recognizes each of the named Councils, thanking each chapter for the opportunity to participate in the Annual Special Olympics Bowling Invitational.

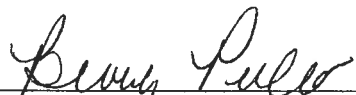
Thomas Cochran
Ralph Kletzien
Timothy Moran

Sandra Craft
Cheri Michael
Jeanne Schmidlin

John Gargan

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 January 15, 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 to amend:

Policy 1.18 *Meetings Open to the Public* to clarify where advertisement of regular and special meeting notification will be placed; and Emergency meeting requirements; and addition of an e-mail address for any individual to receive such notifications

Policy 6.25 *Public Records* to add language regarding the cost of color copies

Motion by T. Moran

Second by J. Schmidlin

Motion carried

Reviewed December 2013 Management Reports as sent electronically.

Reviewed December 2013 Personnel Report as sent electronically.

Recap of Personnel Actions for December 2013

- As of December 31 there were 215 employees including 32 intermittent positions with four (4) vacancies.
- There are five (5) permanent Part-Time employees assigned in Adults Services—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 1 employee are also permanent PT in Transportation and counted there
- Lynn Leslie, Director of Human Resources, noted five (5) retirements in month of December

Positions Added/Abolished:

Abolished: Manager of Vocational Services, 242-day, 8 hrs/day (Adult Services)

Job Postings/Vacancies December 2013

Vehicle Attendant, 184-day, 16 hrs/week (Transportation), New; posted November 11-15, 2013; Vacant

Account Clerk II, 260-day, 8 hrs/week (Fiscal), vacant December 31, 2013; November 25-Dec 6, 2013; Vacant

Supplemental Positions:

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

Bowling Coach (March - June), vacant October 16, 2013; posted November 4-8, 2013; filled December 4, 2013

New Hires:

Joann Hoffman Substitute Vehicle Attendant (Transportation), effective December 11, 2013

Promotions/Transfers:
Reclassifications:
Additional Assignments:

Supplemental Agreements:

Linda Hodgen Bowling Coach, effective December 4, 2013

Separations:

Retirements:

Karen Frankland	Account Clerk II, 240-day, 8 hrs/day (Adult Services), effective December 31, 2013
Patricia Justice	Registered Service Assistant 240-day, 6.5 hrs/day (Adult Services), effective December 31, 2013
Linda Neiss	Account Clerk II, 240-day, 8 hrs/day (Fiscal), effective December 31, 2013
Jeffrey Schroeder	Manager of Vocational Services, 242-day, 8 hrs/day (Adult Services), effective December 31, 2013
Marlene Schroeder	Registered Service Assistant 240-day, 6.5 hrs/day (Adult Services), effective December 31, 2013

Reviewed December 2013 Enrollment Report as presented at table with enrollment of 878 consumers representing a decrease of five (5) consumers from November 2013.

Public Comment: None

The Superintendent reported on the following:

- No response to the HIPAA Breach notification either by phone calls/letters to the offer that the Board will pay for a fraud alert.
- The Accreditation *Plan of Correction* was accepted by DODD—a four (4) year accreditation was approved.
- The Strategic Plan Committee will begin meeting soon with Bill Whitacre, Director of Adult Services, as chair.
- DODD to revise the county board rule; a draft released in December 2013; the Behavior Support part of the rule will be take out and will be a stand-alone rule; also one item of significance is the change of a three year accreditation status from a four year accreditation status—this was not received well among the county board superintendents; draft rule pulled for further discussion
- House Bill 265 has been introduced regarding accessibility signage to remove the word ‘handicapped’ to be replaced with the word ‘accessible’—a letter of testimony support has been signed by all 88 county boards.

The President announced the next regular meeting: February 19, 2014 at 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 5:54pm

Motion by R. Kletzien

Second by J. Schmidlin

Motion carried.

INFORMATION

Saturday, January 11, 2014 Knights of Columbus Basketball Shoot-out, 11:00am. Happy Day School
[snow date (if needed) 1/18/14]

Monday, January 13, 2014 Parent Council Meeting, Happy Day School, 4:00pm

Monday, January 20, 2014 Martin Luther King Birthday, Programs Closed

Wednesday/Thursday, February 5-6, 2014 Winter Games, Brandywine Resort

Saturday, February 8, 2014 Area 10 Bowling Invitational, Bill White's Twin Star Lanes,
Registration-10:00am/Bowling starts at 11:30am

Monday, February 10, 2014 Parent Council Meeting, Happy Day School, 4:00pm

Monday, February 17, 2013 Record's Day, Happy Day School, No students attending

Saturday, February 22, 2014 Special Olympics SUPER Polar Plunge, Lake Geneva *(donations accepted—goal \$3000.00)*

Wednesday, March 5, 2014 Grandparents' Day, Happy Day School

Friday, March 7, 2014 Agency In-service

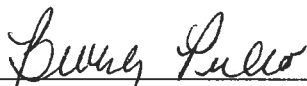
Saturday, March 8, 2014 Parent Council Rummage Sale, Portage Industries, 9:00-3:00 pm

Monday, March 10, 2014 Parent Council Meeting, Happy Day School, 7:00pm

Basketball Schedule: Home games at St. Patrick's gym in Kent (doubleheader—Thunder and Flashes playing)

- 1/15/14 Flashes @ Stark Public A team 6:30pm
- 1/22/14 Flashes @ Summit County A team 5:30pm
- 1/30/14 Thunder @ Wayne County 6:00pm
- 1/30/14 Thunder @ Wayne County 6:00pm
- 2/1/14 Thunder: Home vs. Wayne County 6:00pm
- 2/6/14 Thunder @ Summit County B team 6:00pm
- 2/8/14 Thunder @ Lake County 10:00am
- 2/8/14 Flashes Home vs. Geauga County A team 6:00pm
- 2/13/14 Flashes @ Summit B team 6:00pm
- 2/22/14 Flashes @ Lake County 10:00am
- 2/25/14 Thunder @ Summit B team 7:15pm

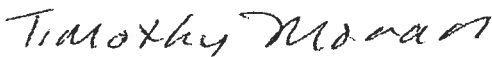
Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



John Gargan, President



Timothy Moran, Secretary