

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

JANUARY 21, 2015
5:00PM
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Timothy Moran. called the regular meeting to order at 5:16pm.

Board Members present by Roll Call:

K. Butler, T. Cochran, J. Gargan, R. Kletzien, , C. Michael, T. Moran, J. Schmidlin

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

O. Nagi, Supt., G. Brown, M. Condos, D, Cotton, L. Leslie, G. McAlister, B. Puleo, K. Sumwalt, J. Vennetti, J. Weaver

Excused: G. Paroz, K. Smith

Guests present: Sandy Craft, staff: N. Nadasky, C. West

Three members of the Phi Sigma Kappa Fraternity presented information for the 2015 *Knockin Pins with Olympians*. The date is Friday, February 27, 2015, 3:30-6:30pm, at Bill White's Twin Star Lanes. Cost is \$50.00 per team; \$3.00 at the door. There will be 35-40 lanes available with the goal of 30 teams participating. T-shirts and wrist bands will be for sale.

Adopted a motion to approve minutes from Regular Meeting on December 17, 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 January 21, 2015 Agenda as presented at the table.

Motion by C. Michael

Second by Thomas Cochran

Motion carried by voice vote.

Motioned to ratify the December 2014 Invoice Payments as authorized by the Superintendent as

attached and herein as part of the minutes.

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

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

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

Motioned to approve Resolution 15-01-01 to Award the Bid for Unleaded Gasoline and Low-Sulfur Diesel Fuel Purchases for the Term February 28, 2015 through February 27, 2018 to Cuyahoga Landmark, Inc.

RESOLUTION 15-01-01

TO AWARD THE BID FOR UNLEADED GASOLINE AND LOW-SULFUR DIESEL FUEL PURCHASES FOR THE TERM FEBRUARY 28, 2015 THROUGH FEBRUARY 27, 2018 TO CUYAHOGA LANDMARK, INC.

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) by Resolution 14-11-04 at its November 15, 2014 regular monthly meeting authorized advertisement for bids for gasoline and diesel fuel purchases, and

WHEREAS, the advertisements for such bid were placed in *The Record Courier* on December 9, 2014 and December 16, 2014, and

WHEREAS, it is in the interest of the Board to award the bid for fuel purchases based upon the lowest bid price above the applicable daily rack price publication for unleaded gasoline and diesel fuel; and

WHEREAS, one (1) submitted bid was opened and read at 10:00 a.m., January 8, 2015 at the Dennis M. Coble Administration Building with the submitted bid tabulations listed in the table below, and

	Cuyahoga Landmark, Inc.
Amount Above the Marathon Rack Price – Unleaded 87 Octane	+\$.18
Amount Above Marathon Rack Price – Low Sulfur #2 Highway Diesel	+\$.18
Additional Costs	None

WHEREAS, as the table above shows, the lowest and best bid price above the applicable daily rack price publication for unleaded gasoline and diesel fuel was submitted by Cuyahoga Landmark, Inc.; now therefore be it

RESOLVED, that the Board herein awards the bid to:

Cuyahoga Landmark, Inc.
21079 Westwood Drive
Strongsville, Ohio 44149

for a three year period effective February 28, 2015 through February 27, 2018 to supply the Board's unleaded gasoline and diesel fuel needs, 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: Omar Nagi, Superintendent; Jennifer Weaver, Supervisor of Transportation Services; and Diane Cotton, Director of Business Management

The resolution was moved by **Jeanne Schmidlin** and seconded by **John Gargan**

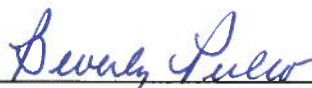
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		Timothy Moran,	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 21, 2015**, 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 15-01-02 for Participation in the Ohio Department of Transportation Cooperative Purchasing Program

RESOLUTION 15-01-02

**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 (hereinafter referred to as the “Department”) for the purchase of machinery, material, supplies or other articles; and

THEREFORE, Be it ordained by the Portage County Board of Developmental Disabilities (hereinafter referred to as the “Board”):

SECTION 1

The Board Superintendent hereby requests authority in the name of the Board, to participate in the Department’s 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 the Board 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 Board 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 Board 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: Omar Nagi, Superintendent; Jennifer Weaver, Transportation Supervisor; 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 will all legal requirements including Section 121.22 of the Ohio

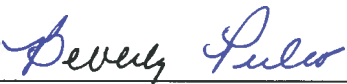
Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		Timothy Moran,	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 **January 21, 2015**, 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 15-01-03 for Authorization for Membership in the Community, University, & Education (CUE) Purchasing Association for the term January 1, 2015 thru December 31, 2015

RESOLUTION 15-01-03

**MEMBERSHIP IN THE COMMUNITY, UNIVERSITY, & EDUCATION (CUE)
COOPERATIVE PURCHASING ASSOCIATION**

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 in the CUE for the term January 1, 2015 through December 31, 2015 at a cost of two hundred dollars (\$200.00); be it further

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

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

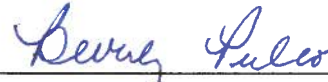
The resolution was moved by **John Gargan** and seconded by **Jeanne Schmidlin**
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien,	aye
Cheri Michael,	aye	Jeanne Schmidlin,	aye
		Timothy Moran,	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 21, 2015**, 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 15-01-04 to approve Movement of the Community Employment Manager to A 260/261/262 Day Work Year Effective January 1, 2015

RESOLUTION 15-01-04

APPROVE MOVEMENT OF THE COMMUNITY EMPLOYMENT MANAGER TO A 260/261/262 DAY WORK YEAR EFFECTIVE JANUARY 1, 2015

WHEREAS, community employment is a targeted service priority of the Portage County Board of Developmental Disabilities (hereinafter Board); and

WHEREAS, this targeted service priority needs to be addressed and conducted on a year-round basis; and

WHEREAS, the Community Employment Manager is currently under a 242-day work year calendar; and

WHEREAS, the Superintendent herein recommends the movement of the Community Employment Manager to a 260/261/262 day work year; now therefore be it

RESOLVED, that the Community Employment Manager be moved to an 8-hour per day, 260/261/262 day work year effective January 1, 2015 with a corresponding increase in the position's annual salary which shall be the product of the hourly rate of pay times the number of hours worked per year, that being 2080/2088/2096 hours per year; and be it further

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

Submitted by: Omar Nagi, Superintendent.

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

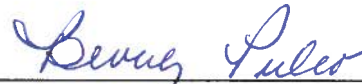
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Thomas Cochran,	aye
John Gargan,	aye	Ralph Kletzien	aye
Cheri Michael,	aye	Jeanne Schmidlin	aye
		Timothy Moran,	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 21, 2015**, 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: Knight of Columbus, Twenty-five (25) Years sponsoring Special Olympics Bowling

PROCLAMATION OF APPRECIATION

WHEREAS, Portage County Chapter Knights of Columbus member councils have dedicated time, energy, and commitment for twenty-five 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.


Kelly Butler,
John Gargan
Cheri Michael

Thomas Cochran
Ralph Kletzien
Jeanne Schmidlin

Timothy Moran

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 21, 2015 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, Kelly Butler, aye Thomas Cochran, aye, John Gargan, aye, Ralph Kletzien, aye, Cheri Michael, aye, Timothy Moran, aye, Jeanne Schmidlin, aye

Reviewed December 2014 Management Reports— Children’s Services (at table), Technology

Reviewed December 2014 Personnel Report as sent electronically.

Recap of Personnel Actions for December 2014:

- As of December 31st there were 217 employees including 35 intermittent positions; with six (6) 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

Positions Added/Abolished:

Job Postings/Vacancies

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 December 1, 2014

Instructor, 184-days, 7 hrs/day (Children's Services), vacant January 5, 2015, posted November 17-26, 2014, filled January 5, 2015

Vehicle Attendant w/o CDL, 240-days, 4 hrs/day (Transportation), vacant December 1, 2014, posted November 25- December 4, 2014; Filled December 8, 2014

Instructor Assistant, Part-time, 19.5 hrs/week (Children's Services), vacant January /5, 2015, posted December 15-9, 2014
Vacant

Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), vacant October 30, 2014, posted December 15-19, 2014, Vacant

Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), vacant December 22, 2014, posted December 22-January 16, 2015, Vacant

Supplemental Positions:**New Hires:**

Laura Brown Substitute Instructor (Children's Services), effective December 10, 2014

Promotions/Transfers:

Denise Lee Vehicle Attendant, 240-days to Vehicle Operator w/o CDL, 240-days, 4 hrs/day (Transportation) effective December 1, 2014

Larry Nething Sub Vehicle Attendant to Vehicle Attendant w/o CDL, 240-days, 4 hrs/day (Transportation), effective December 8, 2014

Reclassifications:**Additional Assignments:**

Jennifer Lambert Assistant Cook, Part-time (Children's Services) | Assignment ended effective December 19, 2014

Supplemental Agreements:**Separations:**

Raymond Cook Substitute Mechanic (Transportation) effective December 23, 2014

John Foster Medicaid Services Manager, 260-262 days, 8 hrs/day (Administration), effective December 22, 2014

Kathleen Harris Vehicle Attendant w/o CDL, 240-days, 4 hrs/day (Transportation), effective December 5, 2014

Retirements:

Patrick Macke Superintendent, 260-262 days, 8 hrs/day (Administration), effective December 31, 2014

Annette Malorni Early Intervention Specialist, 240-days, 7 hrs/day (Children's Services) - 2 positions, effective December 31, 2014

Reviewed December 2014 Enrollment Report with enrollment of 899 consumers representing an increase of seventeen (17) and a decrease of thirty (30 consumers from November 2014

No Public Comment

The Superintendent reported on the following:

- CMS Update: the final proposal to be issued in March 2015—conflict with Boards providing SSA services and also being a provider of services; CMS no longer will accept the firewall document; a new proposal submitted; DODD is not supporting the county boards as providers
- The Olmsted issue (began when two Georgia ladies sued for community employment as they were not placed in the community) is with shelter employment and wages paid; no word if current enrollees will be grandfathered; of the 188 currently attending the workshop 171 are on waivers
- The Employment First Initiative (governor's office is pushing); "Close the Front Door" is the term being used to not enroll consumers into the Adult Services program upon high school graduation;
- President Obama signed the 'Workforce Initiative in 2014; prohibits those 24 or younger not to be paid below minimum wage and not go directly into sheltered workshop
- Culver Update—the Board requested a ditch drainage with an easement with property owners in 1983; area is a designated wetland; new property owner is requesting 800' of the ditched be piped with a headwall culver; EPA and Core of Engineers are involved and fees could amount to \$12,000; owner agrees work can be done in phases so there is not a large monetary hit to the budget.
- The Knights of Columbus Shoot-out was held January 10, 2015 with 58 participants; there were thirteen champions; approximated 125 were in attendance; Superintendent publically thanked, Clarence Williams, Gail McAlister, Connie Tarver, Trish Wage, Nick Novak and Mark Dennis for their assistance for another successful event.
- Wednesday Bowling has 96 participants.

The President announced the next regular Board meeting is Wednesday, February 18, 2015, 5:00 p.m., 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 6:11 p.m.

Motion by T. Cochran

Second by R. Kletzien

Motion carried by voice vote.

I N F O R M A T I O N

- Wednesday,, January 6, 2015** Bowling Sessions resume (note: first day canceled due to weather; Bowling resumed January 14th)
- 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
- Saturday, January 24, 2015** Special Olympics SUPER Polar Plunge, Mosquito Lake Park, Cortland, 1:30pm
- Saturday, February 14, 2014** Area 10 Bowling Invitational, Bill White's Twin Star Lanes, Registration-10:00am/Bowling starts at 10:30am-2:30pm
- Friday, February 6, 2015** Red & White Valentine Dance, Happy Day School, 7:00-9:00pm
- Monday, February 9, 2015** Parent Council Meeting, Portage Industries, 6:00pm
- Monday, February 16, 2015** Record's Day, Happy Day School, No students attending
- Monday, February 16, 2015** Staff Record's Day, No students
- Friday, February 20, 2015** School-age Socialization- Dinner & Activity, Happy Day School, 6:00-8:00pm
- Saturday, February 28, 2015** Special Olympics Polar Plunge, Geneva State Park, Geneva OH., 'Portage Grin and Bear It' Team for donations to be split to the Portage County Special Olympics swim and track programs
- Friday, March 6, 2015** School-age Socialization- Dinner & Activity, Happy Day School, 6:00-8:00pm
- Monday, March 9, 2015** Parent Council Meeting, Portage Industries, 6:00pm
- Saturday, March 14, 2015** Parent Council Rummage Sale Portage Industries, 9:00-3:00pm
- March 30, 2015 through April 3, 2015** Spring Break, Children's Services

Basketball Schedule:

- 1/17/15- **FLASHES** vs Lake County DD (10:00 am)
- 1/21/15- **THUNDER** vs Medina County DD (6:00 pm)
- 1/22/15- **THUNDER** vs Summit DD (6:00 pm)
- 1/24/15- **THUNDER** vs Lake County DD (10:00 am)
- 1/27/14- **BLUE STREAKS** vs Wayne County DD (6:00 pm)
- 1/29/15- **THUNDER** vs Stark Public (6:30 pm)
- 1/31/15- **THUNDER** vs Medina County DD (10:30 am) and **FLASHES** vs Medina DD (11:45 am)
- 2/5/15- **THUNDER** vs Summit DD (6:00 pm)
- *2/7/14 **FLASHES** vs Medina DD (12:15 pm)
- * 2/11/15 KSU Women's BB game FUND-RAISER- 7:00 pm- all teams invited to play at half-time (Reschedule of January Fundraiser)
- 2/14/15- **THUNDER** vs Midpark (5:15 pm)
- 2/19/15- **FLASHES** vs Stark Public (6:30 pm)
- 2/21/15- **HOME** game (Brown Middle School)- **FLASHES** vs Lake County DD (1:00 pm) and **THUNDER** vs Lake County DD (2:15 pm)

GYM LOCATIONS:

BROWN MIDDLE SCHOOL- 228 S. SCRANTON RAVENNA, 44266
GEAUGA-8200 CEDAR ROAD CHESTERLAND, 44026

LAKE COUNTY- 8090 BROADMOOR ROAD MENTOR, 44060

LORAIN COUNTY- 9750 MURRAY RIDGE LORAIN, 44035

MEDINA COUNTY- 4691 WINDFALL ROAD MEDINA, 44256

MIDPARK- 16000 BAGLEY RD CLEVELAND, 44130

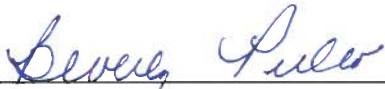
ST. PATRICK'S- 127 PORTAGE STREET KENT, 44240

STARK PUBLIC- 1320 GIBBS AVE NE CANTON- GIBBS ELEMENTARY SCHOOL

SUMMIT DD- 89. E HOWE AVENUE TALLMADGE, 44278

WAYNE COUNTY- 266 OLDMAN RD WOOSTER, 44691

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Timothy Moran, President



Ralph Kletzien, Secretary