

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

JUNE 18, 2014

5:00 p.m.

Regular Meeting

Dennis M. Coble Administration Building

MINUTES

President John Gargan, Jr. called the regular meeting to order at 5:17pm.

Board Members present by Roll Call:

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

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

P. Macke, Supt., M. Condos, D. Cotton, J. Foster, L. Leslie, G. McAlister, B. Puleo, K. Smith, J. Weaver, B. Whitacre,

Excused: G. Brown, G. Paroz, K. Sumwalt

Guests present: Amy Wheeler

The following staff were introduced to the Board by their Supervisor: *Jessie Miller*, Service and Support Administrator, Service and Support Administration, effective June 11, 2014 TABLED till August 2014 Regular Meeting

Motioned to approve excused Board Member: Ralph Kletzien

Motion by T. Cochran

Second by C. Michael

Motion carried by voice vote.

Adopted a motion to approve minutes from Regular Meeting on May 21, 2014 and Special Meeting held June 5, 2014 as sent electronically with no corrections/additions/deletions

Motion by T. Moran

Second by J. Schmidlin

Motion carried by voice vote.

Adopted a motion to approve the June 18, 2014 Agenda as presented at the table.

Motion by T. Cochran

Second by T. Moran

Motion carried by voice vote.

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

Motion by J. Schmidlin

Second by T. Cochran

Motion carried by voice vote.

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

Motion by S. Craft

Second by T. Moran

Motion carried by voice vote.

Motioned to approve Resolution 14-06-01: Approval of Direct Services Contracts with the Following Individuals as Recommended By The Ethics Council Per Approved Ethics Council Resolution Ec14-06-01 with no conflict of interest for: Chris and Melanie Baum for Consumer # 203405; Jan Greathouse for consumer #203755; Patrick and Mary Jefferys for Consumer #203963; Matthew and Melissa Sawastuk for Consumer #203401; Brett & Kelly Tryda for Consumer #204009; Diane Wable for Consumer# 203426; Wendy White for Consumer #203605; April Broschu for consumer ID #203815; Scott & Theresa Stanley for consumer ID # 203927

RESOLUTION 14-06-01

Approval of Direct Services Contracts with the Following Individuals as Recommended by the Ethics Council per Approved Ethics Council Resolution EC14-06-01 with no conflict of interest for: Chris and Melanie Baum for Consumer # 203405; Jan Greathouse for consumer #203755; Patrick and Mary Jefferys for Consumer #203963; Matthew and Melissa Sawastuk for Consumer #203401; Brett & Kelly Tryda for Consumer #204009; Diane Wable for Consumer# 203426; Wendy White for Consumer #203605; April Broschu for consumer ID #203815; Scott & Theresa Stanley for consumer ID # 203927

WHEREAS, the Ethics Council has determined that direct services contracts with the aforementioned named individuals as a parent, guardian or family member meet the requirements of Ohio Revised Code section 5126.033; and

WHEREAS, 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**

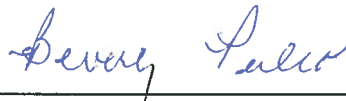
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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,	excused	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 **June 18, 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 14-06-02: 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 EC14-06-02 for *Jennifer Coble, Registered Service Assistant, Adult Service as an Independent Provider*, with no conflict of interest

RESOLUTION 14-06-02

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 EC14-06-02

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 *Jennifer Coble, Registered Service Assistant, Adult Services*, has informed the Superintendent that s/he is providing direct services as an independent provider in 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 EC14-06-02 that this employee's outside employment meets all of the conditions specified in Ohio Revised Code section 5126.033; and

WHEREAS, by Resolution EC14-06-02 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 **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,	aye
Ralph Kletzien,	excused	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 **June 18, 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 14-06-03: Acceptance of Gifts, Memorials, Grants, and Donations for the Month of May 2014 in the amount of \$2760.00

RESOLUTION 14-06-03

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF MAY 2014 IN THE AMOUNT OF \$2760.00

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of May 2014 as specified below: and

To:	From:	
Happy Day School in Memory of George Condos	Betty C Williams Trust	50.00
	Thomas E Evans III	120.00
	John & Pauline Chepes	100.00
	Lester & Janice Haga	50.00
	George & Joyce Condos	50.00
Portage Industries in Memory of Robert Sprague	Susan & Francis Ricciardi	50.00
	Teresa Steinlechner	80.00
Portage County Board of DD Bowling Program	Bill White's Twin Start Lanes	2260.00
Total		\$2760.00

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 **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,	excused	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 **June 18, 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 14-06-04: Request to Modify the Fiscal Year 2014 Appropriation Budget as Approved by The Portage County Board of Developmental Disabilities per Resolution 14-01-08 on January 15, 2014 by four hundred dollars (400.00) for a total Fiscal Year 2014 Appropriation Budget amount of twenty-three million, six hundred twenty-two thousand four hundred dollars (\$23,622,400)

RESOLUTION 14-06-04**REQUEST TO MODIFY THE FISCAL YEAR 2014 APPROPRIATION BUDGET AS APPROVED BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PER RESOLUTION 14-01-08 ON JANUARY 15, 2014**

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 four hundred dollars (\$400), 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 four hundred dollars (\$23,622,400); and be it further

Account Number	Description	Budget	Modification	Modified Amount
Fund 1340	DD Operating Fund	\$23,236,400	\$0	\$23,236,400
Fund 1343	IDEA Part B Grant	\$40,600	\$400	\$41,000
Fund 4100	Capital Fund	\$250,000	\$0	\$250,000
Fund 8104	Gift/Donation Fund	\$95,000	\$0	\$95,000
	TOTAL ALL FUNDS	\$23,622,000	\$400	\$23,622,400

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 **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	Sandy Craft,	aye
Ralph Kletzien,	excused	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 **June 18, 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 14-06-05: Approval of Contract with Townhall Ii for the Operation of an On-Call Emergency Response System for the term July 1, 2014 through June 30, 2015 in an Amount not to exceed Two Thousand, Seven Hundred Seventy-Two Dollars (\$2,772.00) with no increase from the 2013-2014 contract

RESOLUTION 14-06-05

CONTRACT WITH TOWNHALL II FOR THE OPERATION OF AN ON-CALL EMERGENCY RESPONSE SYSTEM FOR THE TERM JULY 1, 2014 THROUGH JUNE 30, 2015 IN AN AMOUNT NOT TO EXCEED TWO THOUSAND, SEVEN HUNDRED SEVENTY-TWO DOLLARS (\$2,772.00)

WHEREAS, Ohio Administrative Code 5123:2-1-11 (G) requires that the Portage County Board of Developmental Disabilities (herein after referred to as the Board) shall, in coordination with the provision of Service and Support Administration, make

an on-call emergency response system available twenty-four (24) hours per day, seven (7) days week; and

WHEREAS, the Board has contracted with Townhall II, 155 North Water Street, Kent, Ohio 44240 for several years for the operation of its on-call emergency response system; and

WHEREAS, Townhall II's operation of the on-call emergency response system has been reliable and most satisfactory; and

WHEREAS, the Superintendent and Director of Service and Support Administration herein recommend a continuation of the operation of the on-call emergency response system by Townhall II; now therefore be it

RESOLVED, the Board hereby approves entering into a contract with Townhall II, 155 North Water Street, Kent, Ohio 44240 for the operation of an on-call emergency response system available twenty-four (24) hours per day, seven (7) days week for the period July 1, 2014 through, June 30, 2015 in an amount not to exceed two thousand, seven hundred seventy-two dollars and no cents (\$2,772.00), an amount identical to the 2013-2014 contract; and be it further

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

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

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	Sandy Craft,	aye
Ralph Kletzien,	excused	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 **June 18, 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 14-06-06: Award of Bid by the Portage County Board of Developmental Disabilities for the Purchase of One (1) Forward Engine Transit Bus to Myers Equipment Corporation, 8860 Akron-Canfield Road, Canfield, Ohio 44406 as the lowest and most responsive bidder, at a cost of one hundred one thousand, three hundred ten dollars (\$101,310.00)

RESOLUTION 14-06-06

**AWARD OF BID BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL
DISABILITIES FOR THE PURCHASE OF ONE (1) FORWARD ENGINE TRANSIT
BUS TO MYERS EQUIPMENT CORPORATION, 8860 AKRON-CANFIELD ROAD,
CANFIELD, OHIO 44406**

- WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) provides daily specialized transportation to approximately one hundred twelve (112) individuals to Portage Industries on “buses” as defined in §4511.01(L) of the Ohio Revised Code (hereinafter ORC); and
- WHEREAS, the Supervisor of Transportation Services has determined that due to age, mileage, and general condition, one (1) vehicle is in need of replacement; and
- WHEREAS, an advertisement for public bids for the purchase of one (1) forward engine transit bus was published in the *Record Courier* newspaper on May 5, 2014 and May 12, 2014, with bids running once each week for two consecutive weeks; and
- WHEREAS, a pre-bid meeting was held on Monday, May 19, 2014 at 10:00 a.m. in the Board Room at the Coble Administration Building, 2606 Brady Lake Road, Ravenna, Ohio 44266; and
- WHEREAS, bids were opened on Tuesday, May 27, 2014 at 10:00 am in the Board Room at the Coble Administration Building at 2606 Brady Lake Road, Ravenna, Ohio 44266; with one bidder, Myers Equipment Corporation, 8860 Akron Canfield Road, Canfield, Ohio 44406 with a bid of one hundred one thousand, three hundred ten dollars (\$101,310.00), responding; and
- WHEREAS, the Superintendent, the Director of Business Management, and the Supervisor of Transportation Services herein recommend to the Board the award of the bid to Myers Equipment Corporation, 8860 Akron Canfield Road, Canfield, Ohio 44406

as the lowest and most responsive bidder for the purchase of one (1) forward engine transit bus; now therefore be it

RESOLVED, that upon the recommendation of the Superintendent, the Director of Business Management, and the Supervisor of Transportation Services, the Board hereby awards the bid for the purchase of one (1) forward engine transit bus to Myers Equipment Corporation, 8860 Akron Canfield Road, Canfield, Ohio 44406, as the lowest and most responsive bidder, at a cost of one hundred one thousand, three hundred ten dollars (\$101,310.00); and be it further

RESOLVED, that upon approval of this resolution, the Superintendent or his/her designee is hereby authorized to take action to purchase the one (1) forward engine transit bus from the Myers Equipment Corporation, 8860 Akron Canfield Road, Canfield, Ohio 44406; and be it further

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

Submitted by: Patrick Macke, Superintendent; Diane Cotton, Director of Business Management; & Jennifer Weaver, Supervisor of Transportation Services

The resolution was moved by **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,	aye
Ralph Kletzien,		excused	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 **June 18, 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 14-06-07: Participation In The Ohio Department Of Education’s (ODE) Special Education, *Part B—Individuals With Disabilities Education Act (Idea)* Grant Program for the 2014-2015 School Year in the amount of forty-one thousand, one hundred ninety-four dollars and ninety-nine cents (\$41,194.99 this amount represents a three hundred thirty-five dollar and six cent (\$335.06) increase from 2013-2014

RESOLUTION 14-06-07

PARTICIPATION IN THE OHIO DEPARTMENT OF EDUCATION’S (ODE) SPECIAL EDUCATION, *PART B—INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)* GRANT PROGRAM FOR THE 2014-2015 SCHOOL YEAR

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is eligible to receive federal flow-through dollars in the amount of **forty-one thousand, one hundred ninety-four dollars and ninety-nine cents (\$41,194.99)** by participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2014-2015 School Year; and

WHEREAS, the 2014-2015 amount represents a **three hundred thirty-five dollar and six cent (\$335.06) increase** from 2013-2014; and

WHEREAS, these funds will be used to offset school nurse salary costs and purchase school supplies and/or equipment; now therefore be it

RESOLVED, that the Board authorizes participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2014-2015 school year; and be it further

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

Submitted by: Patrick R. Macke, Superintendent, Diane Cotton, Director Business Management, Gail McAlister, Director Children’s Services

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	Sandy Craft,	aye
Ralph Kletzien,	excused	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 **June 18, 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 14-06-08: Approval of Early Intervention Program Breakfast and Lunch Programs Provided by the Food Service Program at Happy Day School Effective February 1, 2014 with the 2013-2014 School Program Year

RESOLUTION 14-06-08

APPROVAL OF EARLY INTERVENTION PROGRAM BREAKFAST AND LUNCH PROGRAMS PROVIDED BY THE FOOD SERVICE PROGRAM AT HAPPY DAY SCHOOL

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) is committed to continuing to provide the center-based Early Intervention students with a food/drink items during classroom time; and

WHEREAS, the Board is willing to provide breakfast and lunch programs for the Early Intervention classrooms at Happy Day School instead of daily snacks, which will provide extra revenue to the food service operation, and

WHEREAS, the Board was providing snacks for the Early Intervention center-based classrooms at no cost to the students; now therefore be it

RESOLVED, that the Board hereby establishes, effective February 1, 2014 with the 2013-2014 School Program Year, that the base student breakfast and lunch meals will be provided at no charge for the Early Intervention center-based classrooms. The National School Lunch Program will be utilized for any students receiving these meals based on their family status; and be it further

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

Submitted by: Patrick Macke, Superintendent; Gail McAlister, Director Children's Services

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

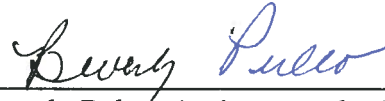
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	aye
Ralph Kletzien,	excused	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 **June 18, 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 the 2014-2016 Strategic Plan and new Mission Statement as presented on Wednesday, May 21, 2014

Motion by T. Moran
Second by C. Michael

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

Motioned to rescind the following policies:

- 1.14 *Liability Exclusion*: no longer applicable per Sovereign Immunity Law
- 1.19 *Special Meetings*: include in Policy 1.18 *Meetings Open to the Public*
- 1.21 *Regulations Governing Appearance Before The Board*: included in Policy
- 1.18 *Meetings Open to the Public*
- 1.23 *Non Discrimination*: included in Policy 3.20
- 1.30 *Ownership of Property*
- 1.33 *Unauthorized Persons*: No longer Applicable
- 1.35 *Amendments to Board Rules of Operations and Program Policies, Rules, and Regulations*: viewed as procedure not as a policy
- 1.39 *Individuals Who May Not Serve On Board*: language included in Policy 1.00 *Powers and Duties of the Board*
- 1.40 *Board Contracting*; language covered in Policy 1.00 *Powers and Duties of the*

Board

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

Motioned to amend the following policies:

- 1.01 Membership *renumbered* to 1.02
- 1.02 Time and Term of Appointment and Reappointment of Members of Board *renumbered* to 1.03
- 1.03 Oath of Office *renumbered* to 1.04
- 1.04 Filling of Vacancy on Board for Unexpired Term *renumbered* to 1.05
- 1.05 Mandatory Removal of Board Member and Waiver of Mandatory Removal *renumbered* to 1.06; change title to *Reasons for Removal of Board Member*; note correct ORC sections; note specifically the appointing authorities; delete text is included in the rule(s)
- 1.06 Organization of Board *renumbered* to 1.07; add ORC rule number; add language relating to rules for conduction of business and record of Board proceedings
- 1.07 Authority, Duties, and Expectations of Board Members *renumbered* to 1.01; add expenses reimbursement language and procedure
- 1.09 Officers *renumbered* to 1.08; with a formatting change
- 1.13 Public Information Expenditures & Prohibitions *renumbered* to 1.11
- 1.18 Meetings Open to the Public *renumbered* to 1.12; language clean up; add language to denote where meeting announcement will be placed
- 1.20 Executive Session *renumbered* to 1.13; condensed new language; deleted language is in the rule
- 1.22 Quorum and Voting *renumbered* to 1.14; language clarification
- 1.24 Records of Board Proceedings *renumbered* to 1.15; language clarification of proceedings and minutes
- 1.25 Board Meeting Agenda & Rules of Order *renumbered* to 1.16
- 1.29 Fiscal Agent *renumbered* to 1.19
- 1.32 Donations *renumbered* to 1.17
- 1.31 Legal Counsel of the Board *renumbered* to 1.20; rule correction; and language clarification
- 1.36 Ethics Council *renumbered* to 1.10
- 1.37 Committees *renumbered* to 1.09
- 1.38 Annual Action Plan *renumbered* to 1.18

Motion by T. Cochran
Second by T. Moran
Motion carried by voice vote.

Motioned to amend the following policies:

- 4.37 Adult Services Calendar; to change number of days in operation; delete paragraph

A.2.—number of hours in session; in paragraph B.1.—delete community-based services definitions

- 8.11 Authorizations: (HIPAA policy) to correct *Procedures 1 Valid Authorization F.* to 365 days from 180 days for authorization expiration date

Motion by T. Cochran

Second by S. Craft

Motion carried by voice vote.

Reviewed May 2014 Management Reports—Technology and Transportation (note: not all info= available) as sent electronically.

Bill Whitacre, Director of Adult Services, reported four (4) individuals began working the I76 Rest Area from 3-9:00 p.m. doing yard work, janitorial services, and stocking supplies; working at minimum wage; three-four more slots are available for the other side of 76 rest area; Waste Management (Waynesburg)work opportunity has four-five (4-5) individuals work began July 7, 2014 with the possibility of work for a total of ten (10) individuals; *Employment First Initiative* is reviewing enclaves as a starting point for Community Employment

Gail McAlister, Director of Children's Services, reported Rotary Camp's first week with no transportation available had 50 campers; the second week had 76 campers transported with no issues; several returning counselor and volunteers; Special Olympics National Games being held in New Jersey; Becky Baldwin is representing Portage County and Ohio at the event.

Reviewed April 2014 Personnel Report as sent electronically.

Recap of Personnel Actions for May 2014:

- As of May 31, there were 224 employees including 31 intermittent positions; with one (1) vacancy.
- There are five (5) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there
- There are three (3) permanent Part-Time employees assigned in Children's Services one (1) employee are also permanent PT in Transportation and counted there

Positions Added/Abolished:

Abolished: Account Clerk I, 240-day, 8 hrs/day (Children's Services)

Added: Registered Service Specialist, 240-day, 7 hrs/day (Adult Services)

Job Postings/Vacancies

Waiver Specialist/Provider Compliance, Part-time (Service & Support Administration), new/approved March 19, 2014, posted March 24-28, 2014, filled—effective July 7, 2014

Vehicle Attendant, 184-day, 4 hrs/day, (Transportation), vacant April 1, 2014, posted April 2-8, 2014, filled, effective August 25, 2014

Account Clerk II, 240-day, 8 hrs/day (Children's Services), New, posted April 2 - 8, 2014, filled, effective May 12, 2014

Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration), vacant May 31, 2014, posted April 7 -18, 2014, filled June 16, 2014

Registered Service Specialist, 240-day, 7 hrs/day (Adult Services), New, posted May 15-21, 2014, Vacant

Supplemental Positions:

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

New Hires:

Richard Mitchen Substitute Vehicle Operator w/o CDL (Transportation), effective May 14, 2014

Larry Nething Substitute Vehicle Attendant (Transportation), effective May 14, 2014

Deena Quesenberry Substitute Vehicle Attendant (Transportation), effective May 14, 2014

Katherine Snyder Substitute Registered Service Assistant (Adult Services), effective May 14, 2014

Kayla (Kaiden) Wirick Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), effective May 14, 2014

Promotions/Transfers:

Debora Kempisty Account Clerk I, 240-day, 8 hrs/day to Account Clerk II, 240-day, 8 hrs/day (Children's Services), effective May 12, 2014

Reclassifications:

Additional Assignments:

Larry Nething Substitute Vehicle Operator w/o CDL (Transportation). effective May 19, 2014

Supplemental Agreements:

Separations:

Constance Griffith Substitute Instructor Assistant (Children's Services), effective April 17, 2014

Angela Wirick Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration), effective May 30, 2014

Retirements:

Reviewed May 2014 Enrollment Report with enrollment of 917 consumers representing an increase of twenty-three (23) and decrease of twelve (12) consumers from April 2014.

Public Comment: The scheduled Representative from Parent Council has requested to speak at August 2014 Meeting instead of June 2014

The Superintendent reported on the following:

- Praised the Akron Rotary Camp and Gail McAlister for their professionalism in response to the swimming pool chlorine issue; those campers who were admitted for observation were released today.
- No scheduled regular Board meeting in July
- Prior to the September regular meeting the August 20 scheduled In-service will be held beginning at 4:00p.m. Topic will be the information from the May 22-23,2014 OACB Spring Conference—*Disabilities Rights Ohio/Employment First Community Integration*
- The Board will meet from 3-5:00 p.m. prior to the August Regular meeting.

The President announced the next regular meeting as August 20, 2014, 5:00 p.m., at the Dennis M. Coble Administration Building

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 5:49 p.m.

Motion by J. Schmidlin

Second by S. Craft

Motion carried by voice vote.

INFORMATION

Tuesday, June 10-July 25, 2014 Rotary Camp, Happy Day School (closed week June 30)

Friday-Sunday, June 27-29, 2014 Special Olympics Summer Games, Ohio State University

Monday-Friday, June 30-July 4, 2014 Summer Break—ALL Programs Closed

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



John Gargan, President



Timothy Moran, Secretary