

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

MAY 21, 2014

5:00 p.m.

Regular Meeting

Dennis M. Coble Administration Building

MINUTES

President John Gargan, Jr. called the regular meeting to order at 5:09pm.

Board Members present by Roll Call:

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

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

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

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

Guests present:

M. Capple, J. Nichols, J. Morgan, L. Myers, J. Snyder, G. Winsen, C. West; members of the Thunder Basketball team and their representatives; Amy Wheeler, mother and Kathy Ashcraft, grandmother, of two former students

The following staff were introduced to the Board by their Supervisor:

Jenna Morgan, Account Clerk II, Fiscal Office, effective January 27, 2014

Lauren Myers, Account Clerk II, Adult Services Program, effective February 17, 2014

George Winsen, Service and Support Administrator, Service and Support Administration, effective March 24, 2014

John Snyder, Service and Support Administrator, Service and Support Administration, effective April 28, 2014

Melissa Capple, Part-Time Waiver Specialist/Provider Compliance, Service and Support Administration

Adopted a motion to approve minutes from Regular Meeting on April 16, 2014 and Special Meeting held May 6, 2014 as sent electronically with no corrections/additions/deletions

Motion by J. Schmidlin

Second by T. Cochran

Motion carried by voice vote.

Adopted a motion to approve the May 21, 2014 Agenda as presented at the table.

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

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

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

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

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

Motioned to approve Resolution 14-05-01 to Accept Gifts, Memorials, Grants, and Donations for the Month of April 2014 in the amount of \$1657.14

RESOLUTION 14-05-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF APRIL 2014 IN THE AMOUNT OF \$1657.14

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

To:	From:	
Happy Day School	Aurora One Fund	1362.14
Happy Day School in Memory of George Condos	James & Susan Falkman	50.00
	Anonymous Cash Donation(s)	70.00
	Norma J. Wagar Trust	100.00
	I.S.I Apartments (Streater)	75.00
Total		\$1657.14

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 **Sandy Craft** and seconded by **Thomas Cochran**

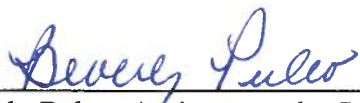
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandra Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
		John Gargan,	aye

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **May 21, 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 14-05-02 to request approval of Fiscal Year 2015 Temporary Appropriation Budget

RESOLUTION 14-05-02

REQUEST APPROVAL OF FISCAL YEAR 2015 TEMPORARY APPROPRIATION BUDGET

WHEREAS, in accordance with Ohio Revised Code 5126.05(A)(5), the Portage County Board of Developmental Disabilities (herein after referred to as the Board) shall adopt a

budget, authorize expenditures for the purposes specified in this chapter and do so in accordance with section 319.16 of the Revised Code; and

WHEREAS, in order to comply with these Ohio Revised Code Sections and the requirements of the Portage County Commissioners to establish a temporary appropriation budget for Portage County fiscal year 2015; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the fiscal year 2015 temporary appropriation budget at an estimated amount as allowable by current revenue certifications, therefore, be it

RESOLVED, that the Board does hereby approve and authorize an appropriation for the Fiscal Year 2015 Temporary Appropriation Budget in the amount of twenty-four million, four hundred one thousand, four hundred dollars (\$24,401,400.00), with the individual fund amounts shown in the table below; and be it further

Account Number	Description	Temporary Budget
Fund 1340	<i>DD Operating Fund</i>	\$24,202,100.00
Fund 1343	<i>IDEA Part B Grant</i>	\$41,000.00
Fund 4100	<i>Capital Fund</i>	\$150,000.00
Fund 8104	<i>Gift/Donation Fund</i>	\$8,300.00
	<i>TOTAL ALL FUNDS</i>	<i>\$24,401,400.00</i>

RESOLVED, that the Board requests the Portage County Budget Commission so appropriate the county funds as detailed in this table; and be it further

RESOLVED, that in accordance with Ohio Revised Code sections 319.16 and 5126.0227, the Board hereby authorizes the Superintendent to instruct the Portage County Auditor to encumber funds and pay Board obligations in accordance with the Board's annual approved budget; and be it further

RESOLVED, that the Board hereby gives the Superintendent the authority to modify appropriation line items within any of the fund accounts listed in the Table above during the 2015 fiscal year as revenues and needs change.

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

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

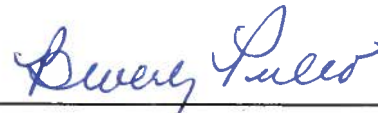
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandy Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Jeanne Schmidlin,	aye
John Gargan, aye			

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **May 21, 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 14-05-03 for Approval of Ohio School Plan Insurance (OSP) Renewal for the Period July 1, 2014 through July 1, 2015 in an amount not to exceed Fifty-One Thousand Two Hundred Fifteen Dollars (\$51,215.00) which represents a three tenth percent (.3%) decrease from the previous annual premium amount

RESOLUTION 14-05-03

APPROVAL OF OHIO SCHOOL PLAN INSURANCE RENEWAL FOR THE PERIOD JULY 1, 2014 THROUGH JULY 1, 2015 IN AN AMOUNT NOT TO EXCEED FIFTY-ONE THOUSAND TWO HUNDRED FIFTEEN DOLLARS (\$51,215.00)

WHEREAS, in accordance with Ohio Revised Code 307.86(F), the Portage County Board of Developmental Disabilities (herein after referred to as the Board) employed a competent consultant in 2013 to assist the Board in procuring appropriate coverages at the best and lowest prices for liability, violence, automobile, and property insurance, and

WHEREAS, Ohio School Plan (herein after referred to as OSP) provided the best and lowest priced plan from the quotes received and was selected as the Board’s insurer; and

WHEREAS, Ohio Revised Code 307.86(M) requires that the Board request proposals and negotiate with issuers in accordance with Ohio Revised Code 307.86(F) at least every three years from the date of signing of such a contract unless the parties agree upon terms for extensions or renewals of the contract and such extension or

renewal periods shall not exceed six years from the date the initial contract is signed; and

WHEREAS, the Director of Business Management requested a renewal quote from OSP for liability, violence, automobile, and property insurance for the period July 1, 2014 through July 1, 2015; and

WHEREAS, a quote was received from OSP in the premium amount of fifty-one thousand two hundred fifteen dollars (\$51,215.00) for the period July 1, 2014 through July 1, 2015; and

WHEREAS, the Superintendent and Director of Business Management herein recommend acceptance of this premium renewal bid as it represents a three tenth percent (.3%) decrease from the previous annual premium amount; now therefore be it

RESOLVED, that the Board hereby awards the liability, violence, automobile, and property insurance, at a premium of \$51,215.00, to OSP for the period of July 1, 2014 through July 1, 2015; and be it further

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

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

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

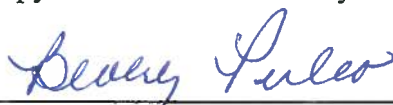
It is found and determined that all formal actions of the Board concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance will all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	aye	Sandy Craft,	aye
Ralph Kletzien,	aye	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 **May 21, 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 14-05-04 for the Approval of a Three (3) Year Agreement with Maintenance/Custodial/Mechanic Employees Group for the Period of September 1, 2013 through August 31, 2016

RESOLUTION 14-05-04

**APPROVAL OF THREE (3) YEAR AGREEMENT WITH
MAINTENANCE/CUSTODIAL/MECHANIC EMPLOYEES GROUP FOR THE
PERIOD OF SEPTEMBER 1, 2013 THROUGH AUGUST 31, 2016**

WHEREAS, the Maintenance/Custodial/Mechanic Employees Group has agreed by ratification to enter a three (3) year labor agreement; and

WHEREAS, the period of said labor agreement shall be September 1, 2013 through August 31, 2016; and

WHEREAS, the Superintendent, the Director of Human Resources, and the Supervisors of Facility Maintenance and Transportation Services herein recommend approval of this agreement by the Portage County Board of Developmental Disabilities (hereinafter Board); and

WHEREAS, the parties believe such agreement will assist and promote the mission of the Board; now therefore be it

RESOLVED, that the Board herein approves a three (3) year agreement with the Maintenance/Custodial/Mechanic Employees Group for the period September 1, 2013 through August 31, 2016, and be it further

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

Submitted by: Patrick Macke, Superintendent; Lynn Leslie, Director of Business Management; Jennifer Weaver, Supervisor of Transportation Services; and Marco Condos, Supervisor of Facility Maintenance.

The resolution was moved by **Sandy Craft** 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 foregoing motion having been put to a roll call vote, the results of which are as follows:


Thomas Cochran, aye
Ralph Kletzien, aye
Timothy Moran, aye

Sandy Craft, aye
Cheri Michael, aye
Jeanne Schmidlin, aye

John Gargan, Jr. 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 the regular monthly meeting held on **May 21, 2014**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Reviewed April 2014 Management Reports—Children’s Services and Technology as sent electronically

- Gail McAlister, Director of Children’s Services, reported the Ohio Department of Health which oversee the Part C Services (EI) were on site to interview three (3) families in either the Home Based or, Center Based environment; very impress with the program.

Reviewed April 2014 Personnel Report as sent electronically.

Recap of Personnel Actions for April 2014:

- As of April 30, there were 221 employees including 34 intermittent positions; there are two (2) vacancies.
- There are five (5) permanent Part-Time employees assigned in Adults Services—two (2) employees are also permanent Part-Time in Transportation and counted there
- There are three (3) permanent Part-Time employees assigned in Children’s Services one (1) employee are also permanent PT in Transportation and counted there

Positions Added/Abolished:

Abolished:

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

Job Postings/Vacancies

Vehicle Attendant, 240-day, 4 hrs/day, (Transportation), vacant March 31, 2014, posted March 21-27, 2014, filled April 1, 2014

Waiver Specialist/Provider Compliance, Part-time (Service & Support Administration), new/approved March 19, 2014, posted March 24-28, 2014, filled—start date to be determined

Vehicle Attendant, 184-day, 4 hrs/day, (Transportation), vacant April 1, 2014, posted April 2-8, 2014, Vacant

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

Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services), vacant August 32, 2014 , posted April 7 -11, 2014, Filled September 1, 2014

Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration), vacant May 31, 2014, posted April 7 -18, 2014, filled April 28, 2014

Supplemental Positions:

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

New Hires:

John Snyder Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration), effective April 28, 2014

Promotions/Transfers:

Pamela James Vehicle Attendant, 184-day, 4 hrs/day to Vehicle Attendant, 240-day, 4 hrs/day (Transportation), effective April 1. 2014

Shari Pritts Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services), effective September 1, 2014/9/1/14

Reclassifications:**Additional Assignments:**

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

Supplemental Agreements:**Separations:**

Barbara Brown Substitute Registered Service Assistant (Adult Services), effective April 3, 2014

Retirements:

Reviewed April 2014 Enrollment Report with enrollment of 905 consumers representing an increase of twenty-nine (29) and decrease of nineteen (19) consumers from March 2014.

Public Comment: The scheduled Representative from Parent Council to speak has requested to be on June Agenda

The Superintendent reported on the following:

- Prior to the August 20 Regular meeting, an 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*
- On Thursday, June 5, 2014, Randy Beach, OACB, will discuss the process and timelines of the Superintendent Search
- The OACB Spring Conference—May 22-23, 2014—was attended by Bill Whitacre, George Paroz and Jaime Nicholas; First day Track was national and state speakers regarding the

Disabilities Rights Ohio/Employment First Community Integration

- The roof of the Administration Building is scheduled to be replaced this year; the security proximity codes for facility entrance is in the process of being initiated; also, interior touch-up painting will be completed in the front part of the building.

The President announced the next regular meeting as June 18, 2014, 5:00 p.m., at the Dennis M. Coble Administration Building

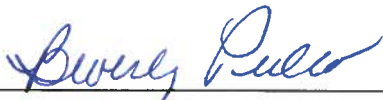
The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 5:44 p.m.

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

INFORMATION

Monday, May 26, 2014	Memorial Day, <u>ALL</u> Programs Closed
Thursday, May 29, 2014	Volunteer Luncheon, Happy Day School
Friday, May 30, 2014	Annual School Picnic
Wednesday, June 4, 2014	Last Day of School for All Students
Friday, June 6, 2014	Early Intervention Picnic - Happy Day School Pavilion, 10:30-12:00
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— <u>ALL</u> Programs Closed

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



John Gargan, President



Timothy Moran, Secretary