

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

NOVEMBER 19, 2014
Followed Public Forum
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President John Gargan, Jr. called the regular meeting to order at 5:08pm.

Board Members present by Roll Call:

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

A quorum is present

Administrative Staff Present (absences noted by Superintendent)

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

Excused: K. Smith

Guests present: Annette Dowling, Parent Council; staff members: D. Clark, B. Orth, C. West

Adopted a motion to approve minutes from Regular Meeting on October 15 2014 as sent electronically with no corrections/additions/deletions

Motion by J. Schmidlin

Second by S. Craft

Motion carried by voice vote.

Adopted a motion to approve the November 19, 2014 Agenda as presented at the table.

Motion by J. Schmidlin

Second by C. Michael

Motion carried by voice vote.

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

Motion by T. Cochran

Second by R. Kletzien

Motion carried by voice vote.

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

Motion by S. Craft
Second by T. Cochran
Motion carried by voice vote.

Motioned to approve Resolution 14-11-01 Acceptance of Gifts, Memorials, Grants, and Donations for the Month of October 2014 in the Amount of \$1,743.96

RESOLUTION 14-11-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF OCTOBER 2014 IN THE AMOUNT OF \$1,743.96

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

To:	From:	
Happy Day School	United Way of Summit County/on behalf of Ms. Francine Livezey	166.67
	Grange Insurance/Affinity Insurance Group-Match donation	150.00
	Aurora One Fund	1,427.29
Total		\$1,743.96

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 **Cheri Michael** 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,	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 **November 19, 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 14-11-02 2015-2016 Administrative Contract with the Center for Families and Children for Employee Assistance Program (EAP) for the term January 1, 2015 through December 31, 2016 not to exceed Four Thousand Dollars Eight Hundred Dollars (\$4,800.00) for 2015 and Four Thousand Eight Hundred Dollars (\$4,800.00) for 2016 for a total Contract Amount of Nine Thousand Six Hundred Dollars (\$9,600.00) with no increase from previous two (2) year contract

RESOLUTION 14-11-02

2015-2016 ADMINISTRATIVE CONTRACT WITH THE CENTER FOR FAMILIES AND CHILDREN FOR EMPLOYEE ASSISTANCE PROGRAM (EAP) FOR THE TERM JANUARY 1, 2015 THROUGH DECEMBER 31, 2016 NOT TO EXCEED FOUR THOUSAND DOLLARS EIGHT HUNDRED DOLLARS (\$4,800.00) FOR 2015 AND FOUR THOUSAND EIGHT HUNDRED DOLLARS (\$4,800.00) FOR 2016 FOR A TOTAL CONTRACT AMOUNT OF NINE THOUSAND SIX HUNDRED DOLLARS (\$9,600.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) recognizes that its employees at times may need professional guidance in daily personal and family life situations; and

WHEREAS the Center for Families and Children is qualified and desirous of continuing to provide EAP services to the Board’s employees; and

WHEREAS, the Superintendent and Director of Human Resources herein recommend entering into a twenty-four-month agreement with the Center for Families and Children for the period January 1, 2015 through December 31, 2016 to administer an Employee Assistance Program; now therefore be it

RESOLVED, the Board authorizes entry into a twenty-four (24) month agreement with the Center for Families and Children for the term January 1, 2015 through December 31, 2016 to administer an Employee Assistance Program (EASE@Work) at a cost not to exceed \$4,800.00 in 2015 and \$4,800.00 in 2016 for a total of \$9,600.00 over the twenty-four month period; and be it further,

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

Submitted by: Patrick Macke, Superintendent; Lynn Leslie, Director of Human Resources.

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 DD 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 **November 19, 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 14-11-03 Specification to the Auditor of Portage County that the Portage County Board of Developmental Disabilities asserts that it has sufficient funds to meet its commitment for the nonfederal share of Medicaid Targeted Case Management (TCM) and Home and Community-based Services (HCBS) Waiver expenditures as required by Ohio Revised Code (ORC) sections 5126.059 and 5126.0510 in calendar year 2015 in the amount of seven million, three hundred twenty-five thousand dollars (\$7,325,000.00)

RESOLUTION 14-11-03

SPECIFICATION TO THE AUDITOR OF PORTAGE COUNTY THAT THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES ASSERTS THAT IT HAS SUFFICIENT FUNDS TO MEET ITS COMMITMENT FOR THE

**NONFEDERAL SHARE OF MEDICAID TARGETED CASE MANAGEMENT
(TCM) AND HOME AND COMMUNITY-BASED SERVICES WAIVER
EXPENDITURES AS REQUIRED BY OHIO REVISED CODE SECTIONS 5126.059
AND 5126.0510 IN CALENDAR YEAR 2015**

- WHEREAS, per Ohio Revised Code (hereinafter ORC) § 5126.0510, the Portage County Board of Developmental Disabilities (hereinafter Board) is required to pay the nonfederal share of Medicaid expenditures for home and community-based services provided to individuals with developmental disabilities whom the Board determines are eligible for Board services under §5126.041 of the ORC; and
- WHEREAS, each year, per ORC §5126.0511, the Board is required to adopt a resolution specifying the amount of state and local funds the Board will use in the next year to pay the nonfederal share of the Medicaid expenditures required by § 5126.059 and §5126.0510 of the ORC the Board is required to pay; and
- WHEREAS, the amount specified shall be adequate to assure that the services for which the Medicaid expenditures are made will be available in the county in a manner that conforms to all applicable state and federal laws; and
- WHEREAS, it is fully understood that payment of the nonfederal share represents an ongoing financial commitment of the Board; and
- WHEREAS, the Director of Business Management and Medicaid Services Manager have estimated that a total of seven million, three hundred twenty-five thousand dollars (\$7,325,000.00) for calendar year 2015 will need to be allocated to pay for the nonfederal share of Medicaid services as required by ORC §5126.059 and §5126.0510; now therefore be it
- RESOLVED, that the Board adopts this resolution specifying that the amount of funds it herein authorizes the Superintendent to use in the next year to pay the nonfederal share of the Medicaid expenditures required by §5126.059 and §5126.0510 of the ORC is estimated at a total of for calendar year 2015; and be it further
- RESOLVED, that the Superintendent or his/her designee is hereby directed to forthwith communicate this resolution to the Auditor of Portage County; and be it further
- RESOLVED, that the Superintendent or his/her designee is further authorized to take any and all actions to carry out this resolution.

Submitted by: Patrick Macke, Superintendent; Diane Cotton, Director of Business Management; and Jack Foster, Medicaid Services Manager.

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 **November 19, 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 14-11-04 Authorization for Superintendent to Public Bid for vehicle gasoline and diesel fuel for Board vehicles

RESOLUTION 14-11-04

AUTHORIZATION FOR SUPERINTENDENT TO PUBLISH NOTICE FOR PUBLIC BIDS FOR VEHICLE GASOLINE AND DIESEL FUEL

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) has the continued need for vehicle fuel; and

WHEREAS, Ohio Revised Code §307.86 requires that competitive bidding of products is required if the cost is estimated to be above the fifty thousand dollar (\$50,000.00) bid threshold per year; now therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent or his/her designee to advertise for public bids for vehicle fuel for the period 2/28/15-2/27/18; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take action to publish notice of bids in the *Record Courier* newspaper for two consecutive weeks, the dates of publication being December 9, 2014 and December 16, 2014 with the notice indicating that bids will be opened on January 8, 2015 at 10:00 a.m. in the Board Room at the Dennis M. Coble Administration Building at 2606 Brady Lake Road, Ravenna, Ohio 44266; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take any and

all actions to insure that the public notice of bids is in full conformity with §307.87 of the Ohio Revised Code; and be it further

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

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

The resolution was moved by **Jeanne Schmidlin** and seconded by **Sandy Craft**


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

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

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

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **November 19, 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 14-11-05 Approve a Contract with Ronald J. Habowski, Esq. for Labor Consultation and Collective Bargaining Services for the term January 1, 2015 through December 31, 2015 in the amount of Twenty Thousand Dollars (\$20,000.00)

RESOLUTION 14-11-05

APPROVE A CONTRACT WITH RONALD J. HABOWSKI, ESQ. FOR LABOR CONSULTATION AND COLLECTIVE BARGAINING SERVICES FOR THE TERM JANUARY 1, 2015 THROUGH DECEMBER 31, 2015 IN THE AMOUNT OF TWENTY THOUSAND DOLLARS (\$20,000.00)

WHEREAS, Ronald J. Habowski, Esq. has been providing labor consultation and collective bargaining services for the Portage County Board of Developmental Disabilities (hereinafter referred to as "Board"), through a contract with Christley, Herrington,

& Pierce which expires on December 31, 2014; and

WHEREAS, the Portage County Prosecuting Attorney has given consent for the Board to enter directly into a contract with Mr. Habowski for labor consultation and collective bargaining services; and

WHEREAS the Superintendent herein recommends entry into a one-year contract with Ronald J. Habowski, Esq. for labor consultation and collective bargaining services for the period of January 1, 2015 through December 31, 2015; now therefore be it

RESOLVED that the Board herein approves entry into a contract with Ronald J. Habowski, Esq. for the term January 1, 2015 through December 31, 2015 in the amount of twenty-thousand dollars (\$20,000.00), the same amount as the prior year contract; and be it further

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

Submitted by: Patrick Macke, Superintendent; Lynn Leslie, Director of Human Resources; 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	Sandy Craft,	aye
Ralph Kletzien,	aye	Cheri Michael,	aye
Timothy Moran,	abstain	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 special meeting held **November 19, 2014** and an accurate copy of said resolution will be located in the official minutes of the Board.


Beverly Puleo, Assistant to the Superintendent

Motion To Amend Policy (ices): 4.21 Change name from *Incidents Adversely Affecting Health and Safety* to *Addressing Major Unusual Incidents and Unusual Incidents to Ensure*

Health, Welfare, and Continuous Quality Improvement; language to reflect Board will follow specific rules noted in policy

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

Reviewed October/November 2014 Management Reports—Children’s Services Technology as presented at the Table

Reviewed October 2014 Personnel Report as sent electronically.

Recap of Personnel Actions for October 2014:

- As of October 31 there were 218 employees including 35 intermittent positions; with four (4) 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:

Job Postings/Vacancies

Service & Support Administrator, 240-day, 7.5 hrs/day (Service & Support Administration) vacant September 26, 2014, posted September 24-October 3, 2014, Vacant
Maintenance Repair Worker, 260-262 days, 8 hrs/day (Maintenance), vacant October 31, 2014, posted October 6-10, 2014, Vacant
Job Development Manager, 260-262 days, 8 hrs/day (Adult Services), New, posted October 6-17, 2014, Vacant
Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services) -2 positions, vacant December 31,2014, posted October 14-24, 2014, Vacant

Supplemental Positions:

New Hires:

Bridgette Garcia Substitute Registered Service Assistant (Adult Services), effective October 8, 2014

Promotions/Transfers:

Reclassifications:

Additional Assignments:

Supplemental Agreements:

Separations:

Jennifer Coble Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), effective October 17, 2014

Jennifer Conwell Registered Service Assistant, 240-day, 6.5 hrs/day (Adult Services), effective October 30, 2014

Retirements:

Brenda Hamrick-Gibson Custodian, 260-262 days, 8 hrs/day (Maintenance), effective October 31, 2014

Reviewed October 2014 Enrollment Report with enrollment of 893 consumers representing an increase of twenty-two (22)) and a decrease of twenty-three (23) consumers from October 2014

No Public Comment

Ralph Kletzien, member Transportation/Facility Committee report to the Board the meeting of Facility Committee held in October to discuss the Parent Council proposal. Consensus to write letter to Parent Council to thank them for their proposal to donate \$50,000.00 to the Board to build a gymnasium and present the facts that the committee based it decision-that the research and an estimated cost to the Board of \$900,00-1.2 million dollars, the Board cannot accept the donation as the project is cost prohibitive. Mr. Kletzien also stated to reflect in the 2015 Annual Plan to continue dialog with Parent Council that other initiatives can be explored.

The Superintendent reported on the following:

- The Non-Medical Transportation audit issued will be discussed further at a meeting in Columbus November 20, 2014 with DODD representative, State Auditors and other counties that have contracts with the local public transit systems.
- The Unit B Master Agreement has been approved by the Board of Portage County Commissioners.
- Ditch easement issue-A property walk by the Board representatives and the new property owner and his attorney was held today. Property owner is requesting the ditch be tiled and filled in—estimated cost of \$50,000. Further discussions to be held.
- A *Transition Fair* is being held at KSU, Thursday, November 20 at the Student Union, 8:30-3:30. Several Board staff will be in attendance
- Deputy Superintendent, Omar Nagi, is in his third week of the transition period. Has met with several departments, toured facilities; other departments to be scheduled; will be attend the OACB Annual Convention

The President announced the next regular meeting as December 17, 2014, 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 5:45 p.m.

Motion by R. Kletzien

Second by J. Schmidlin

Motion carried by voice vote.

INFORMATION

Thursday, November 20, 2014 Transitions Fair, 8:30am-3:30pm. , Kent State University

Friday, November 21, 2014 School-age Socialization- Dinner & Activity, Happy Day School,
6:00-8:00 pm

Sunday, November 23, 2014 Thanksgiving Day Dinner, 12:00p.m., Ravenna VFW Hall on New
Milford Rd., Ravenna Moose Lodge 1234 and Chapter 540 hosting

Thursday/Friday November 27-28, 2014 Thanksgiving Break, All Programs Closed

Saturday, December 6, 2014 Ravenna Elks Christmas Party, 12:00-2:00pm

Tuesday, December 9, 2014 Annual School-age Holiday Program, 1:00pm, Happy Day
School

Wednesday December 10, 2014 Toddler Holiday Gathering, 10:00am, Happy Day School

Friday, December 12, 2014 School-age Socialization- Dinner & Activity, Happy Day School,
6:00-8:00 pm

Saturday/Sunday December 12-14, 2014 Aquatics Meet Ohio State University, Columbus

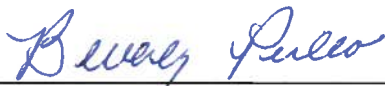
Friday, December 19, 2014 Adult Services Holiday Party, Portage Industries

December 22, 2014-January 2, 2015 Winter Break, All Programs Closed

Wednesday, January 7, 2015 Special Olympics KSU Basketball Fundraiser (Bowling Green vs
KSU), 7:00pm

Saturday, January 10, 2015 Knights of Columbus Basketball Shoot-out, 11:00am. Happy
Day School [snow date (if needed) 1/17/15]

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



John Gargan, President



Timothy Moran, Secretary