

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

OCTOBER 15, 2014

5:00 p.m.

Regular Meeting

Dennis M. Coble Administration Building

MINUTES

President John Gargan, Jr. called the regular meeting to order at 5:06pm.

Board Members present by Roll Call:

Sandy Craft, J. Gargan, R. Kletzien, late arrival at 5:49pm, C. Michael, , J. Schmidlin

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

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

Excused: K. Sumwalt

Guests present: Tom Hrdy; staff members: B. Orth, N. Nadasky, C. West

Motioned to approve excused Board Member: T. Cochran, T. Moran

Motion by J. Schmidlin

Second by R. Kletzien

Motion carried by voice vote.

David Brode, Assistant Prosecutor, and candidate for Probate Judge introduced himself to the Board and presented a brief autobiography.

The Board recognized the Special Olympics Summer Games Athlete and Blue Bombers Softball Team.

The Board heard a presentation from Ashleigh Lawrence, Program Coordinator, POWERcorp, and participating consumers to update and thank the Board about the value and fun of the program.

Adopted a motion to approve minutes from Regular Meeting on September 17, 2014, and Special Meeting held September 17, 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 minutes from Special Meeting held September 25, 2014 and October 3, 2014, as sent electronically with no corrections/additions/deletions

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

Adopted a motion to approve the October 15, 2014 Agenda as presented at the table.

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

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

Motion by S. Craft
Second by C. Michael
Motion carried by voice vote.

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

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

Motioned to approve Resolution 14-10-01 Acceptance of Gifts, Memorials, Grants, and Donations for the Month of September 2014 in the Amount of \$280.00

RESOLUTION 14-10-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF SEPTEMBER 2014 IN THE AMOUNT OF \$280.00

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

To:	From:	
Happy Day School	Portage County Agriculture/Fair Booth	50.00
	Knight of Columbus/Measure Up Grant	80.00
	Affinity Insurance Group on behalf of Nancy Carpenter	150.00

Total		\$280.00
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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 **Sandy Craft**

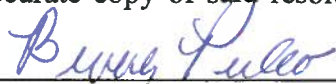
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Thomas Cochran,	excused	Sandra Craft,	aye
Ralph Kletzien,	late	Cheri Michael,	aye
Timothy Moran,	excused	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 **October 15, 2014**, and an accurate copy of said resolution may be located in the official minutes of the Board.



 Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 14-10-02 To Approve a 2015 Contract with Gary Ludwick doing business as *Gary's Commercial Maintenance* for HVAC Maintenance Services for the Term January 1, 2015 through December 31, 2015 in an Amount not to exceed Twenty-Four Thousand, Eight Hundred Dollars (\$24,800.00) with no increase from the 2014 agreement

RESOLUTION 14-10-02

TO APPROVE A 2015 CONTRACT WITH GARY LUDWICK DOING BUSINESS AS GARY'S COMMERCIAL MAINTENANCE FOR HVAC MAINTENANCE SERVICES FOR THE TERM JANUARY 1, 2015 THROUGH DECEMBER 31, 2015 IN AN AMOUNT NOT TO EXCEED TWENTY-FOUR THOUSAND, EIGHT HUNDRED DOLLARS (\$24,800.00)

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) is responsible for the heating, ventilation, and air conditioning (hereinafter referred to as HVAC) services for its buildings; and

WHEREAS, the Board currently has a contract with Gary's Commercial Maintenance (hereinafter referred to as the Vendor) for quarterly HVAC maintenance services (filter changes; v-belt replacement; washing condensers; pulling/cleaning/inspecting burners; clean/service exhaust fans, servicing cooling tower/boilers; greasing bearings; servicing domestic hot water tanks/heat pumps/furnaces/air conditioning units) for all buildings to reduce HVAC repair costs with necessary repairs made as needed; and

WHEREAS, the Vendor is desirous of continuing to provide these services for the Board;

WHEREAS, both the Superintendent and the Supervisor Facility Maintenance herein recommend without reservation the continuation of this contractual relationship with the Vendor; now therefore be it

RESOLVED, that the Board hereby approves entry into a contract with the Vendor for HVAC maintenance services for all four Board buildings for the term January 1, 2015 through December 31, 2015 in an amount not to exceed \$24,800.00 for the term of the agreement, with no increase from the 2014 agreement; and be it further

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

Submitted by: Patrick Macke, Superintendent; Marco Condos, Supervisor Facility Maintenance; and Diane Cotton, Director of Business Management

The resolution was moved by **Jeanne Schmidlin** 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, excused
Ralph Kletzien, late
Timothy Moran, excused

Sandy Craft, aye
Chari Michael, 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 **October 15, 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 14-10-03 Approval of an Amendment to Contract #20140256 with the North East Ohio Network (NEON) for Council of Government Expenditures for the purpose of the provision of delegated nursing training services at a rate of \$100 per individual with no increase in the total Agreement amount

RESOLUTION 14-10-03

APPROVAL OF AN AMENDMENT TO CONTRACT #20140256 WITH THE NORTH EAST OHIO NETWORK (NEON) FOR COUNCIL OF GOVERNMENT EXPENDITURES

WHEREAS, in 1999, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) and The North East Ohio Network (hereinafter referred to as NEON), a Council of Governments (COG) established under Chapter 167 of the Ohio Revised Code, entered into an agreement (Contract # 290 099 00028) to establish a relationship under which NEON would undertake certain administrative actions on behalf of the Board related to the administration of residential services; and

WHEREAS, the current agreement with NEON (#20140256) includes such functions as NEON paying for, on behalf of and upon approval of the Board, family support services, supported living services, other residentially-related services, quality assurance nursing reviews, provider compliance reviews, major unusual incident investigations as back-up, and other community-based services and supports; and

WHEREAS, it is the desire of the Board to amend the contract with NEON in order to add the provision of delegated nursing training services; and

WHEREAS, both the Board and NEON are desirous of entering into this amended contractual relationship; now therefore be it

RESOLVED, the Board authorizes an amendment to the contract with NEON for the remainder of the original agreement, which runs from January 1, 2014 through December 31, 2014 to include delegated nursing training at a rate of \$100 per individual with no increase in the total Agreement amount; 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 Lynn Leslie, Director of Human Resources

The resolution was moved by **Cheri Michael** and seconded by **Jeanne Schmidlin**

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

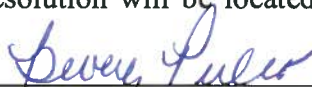
The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Thomas Cochran,	excused	Sandra Craft,	aye
Ralph Kletzien,	late	Cheri Michael,	aye
Timothy Moran,	excused	Jeanne Schmidlin,	aye

John Gargan,

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 **October 15, 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 14-10-04 Approve Purchase of Two (2) Twelve (12) Passenger Mini-Transit Buses (MTB) through the Ohio Department of Transportation (ODOT) Cooperative Purchasing Program in an Amount not to exceed One Hundred One Hundred Eight Thousand, Three Hundred Thirty Dollars (\$108,330.00)

RESOLUTION 14-10-04

APPROVE PURCHASE OF TWO (2) TWELVE (12) PASSENGER MINI-TRANSIT BUSES (MTB) THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION

(ODOT) COOPERATIVE PURCHASING PROGRAM IN AN AMOUNT NOT TO EXCEED ONE HUNDRED ONE HUNDRED EIGHT THOUSAND, THREE HUNDRED THIRTY DOLLARS (\$108,330.00)

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) provides daily specialized transportation to approximately eighty (80) adults; and

WHEREAS, the Supervisor of Transportation Services has determined that due to age, mileage, and general condition, two (2) mini-transit buses are in need of replacement; and

WHEREAS, the Board's 2014 general operating fund budget appropriations (Fund 1340) allow for the purchase of two (2) mini-transit buses; and

WHEREAS, under Ohio Revised Code section 5513.01(B), the Board has approved participation in the contracts issued by the Ohio Department of Transportation (hereinafter referred to as ODOT) for the purchase of machinery, material, supplies or other articles thereby exempting these purchases from competitive bidding requirements; now therefore be it

RESOLVED, that upon the recommendation of the Superintendent and the Supervisor of Transportation Services, the Board hereby authorizes the purchase of two (2) twelve (12) passenger mini-transit buses (Ford Eldorado Aerotech) under the ODOT contract from Whitworth Bus Sales, Inc., 361 North Main Street, Miamisburg, Ohio 45342 at a cost not to exceed one hundred eight thousand, three hundred thirty dollars (\$108,330.00); and be it further

RESOLVED, that upon approval of this resolution, the Superintendent or his/her designee is hereby authorized to take any and all action to purchase these mini-transit buses through the ODOT cooperative purchasing program; 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; Jennifer Weaver, Supervisor of Transportation Services; & Diane Cotton, Director of Business Management;

The resolution was moved by **Jeanne Schmidlin** and seconded by **Cheri Michael**

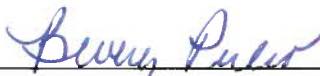
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

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

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage county Board of Mental Retardation & Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **October 15, 2014**, and an accurate copy of said resolution may be located in the official minutes of the Board.



 Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 14-10-05 Authorization for the Portage County Board of Developmental Disabilities to Pick Up the Statutorily Required Contribution to the Ohio Public Employees Retirement System for the Deputy Superintendent and Superintendent of the Board Pursuant to IRC Section 414(H)(2)

RESOLUTION 14-10-05

AUTHORIZATION FOR THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES TO PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE DEPUTY SUPERINTENDENT AND SUPERINTENDENT OF THE BOARD PURSUANT TO IRC SECTION 414(H)(2)

WHEREAS, Pursuant to federal and Ohio laws, the Deputy Superintendent and Superintendent of the Portage County Board of Developmental Disabilities could defer the federal and state income taxes on a portion of their wages or salaries if the Portage County Board of Developmental Disabilities (Board) would “pick up” (assume and pay) the statutorily required contribution by such covered employees to the Ohio Public Employees Retirement System (OPERS); and now, therefore be it

RESOLVED, by the Portage County Board of Developmental Disabilities, that:
SECTION 1: Effective November 3, 2014 one hundred percent (100%) of the statutorily required contributions to OPERS shall be picked up and paid as a fringe benefit by the Board for each person within any of the classes established in Section 2 herein. This “pick up” by the Board is, and shall be designated as, public employee contributions and shall be in lieu of contributions to OPERS by each

person within any of the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it “picked up” by the Board or of being excluded from the “Pick up.” The Board shall, in reporting and making remittance to OPERS report that the public employees contribution for each person subject to this “pick up” has been made as provided by the statute.

SECTION 2: The “pick up” by the Board provided by this Ordinance shall apply to all persons that:

Are in the position of Deputy Superintendent or Superintendent of the Board who are or become contributing members of OPERS.

SECTION 3: Under the Fringe Benefit Method of Employer pick-up, salary is not modified, however, the employer will pay 100% of the employee’s, statutorily required 10% contribution to OPERS.

SECTION 4: The Superintendent or his/her designee is hereby authorized and directed to implement the provisions of this resolution to institute the “pick up”, of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to obtain the result in federal and state tax deferments and other benefits.

Submitted by: Lynn Leslie, Director of Human Resources

The resolution was moved by **Cheri Michael** and seconded by **Jeanne Schmidlin**

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

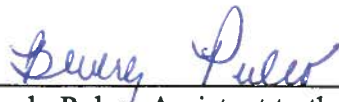
The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

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

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage county Board of Mental Retardation & Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **October 15, 2014**, and an accurate copy of said resolution

may be located in the official minutes of the Board.


 Beverly Puled, Assistant to the Superintendent

Reviewed September 2014 Management Reports—Technology as sent electronically.

Reviewed September 2014 Personnel Report as sent electronically. Lynn Leslie, Director Human Resources, noted that a Licensed Practical Nurse position was abolished; the staff member of that position transferred to a Registered Service Specialist posted position.

Recap of Personnel Actions for September 2014:

- As of September 30, there were 221 employees including 35 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:

Licensed Practical Nurse, 240-day, 7 hrs/day (Adult Services)

Job Postings/Vacancies

Registered Service Specialist, 240-day, 7 hrs/day (Adult Services), New, posted May 15-21, 2014, filled September 1, 2014

Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services), vacant September 5, 2014, posted August 6-15, 2014, filled September 22, 2014

Vehicle Attendant, 240-day, 4 hrs/day, (Transportation), New, posted August 15-22, 2014, Filled September 1, 2014

Director of Adult Services, 260-262-day, 8 hrs/day (Adult Services), vacant September 12, 2014, posted August 15-22, 2015, Filled September 15, 2014

Service & Support Administration Supervisor, 242-day, 8 hrs/day (Service & Support Administration) vacant September 12, 2014, posted September 8-12, 2014, filled September 29, 2014

Vehicle Operator w/o CDL, 184-day, 4 hrs/day, (Transportation), vacant September 30, 2014, posted September 15-19, 2014, filled September 29, 2014

Vehicle Attendant, 184-day, 4 hrs/day, (Transportation), vacant September 29, 2014, posted September 24-30, 2014, Filled September 29, 2014

Supplemental Positions:

New Hires:

Melissa Leighton Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services), effective September 22, 2014

Sabrina Wilson Substitute Typist 2 (Children's Services), effective September 10, 2014

Promotions/Transfers:

- Elizabeth Hoffstetter Vehicle Attendant, 184-day, 4 hrs/day to Vehicle Operator w/o CDL, 184-day, 4 hrs/day (Transportation), effective September 29, 2014
- George Paroz SSA Supervisor, 242-day, 8 hrs/day (Service & Support Administration) to Director, Adult Services, 260-262 day, 8 hrs/day (Adult Services), effective September 15, 2014
- Shari Pritts Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services), effective September 1, 2014
- Ronald Prunty Sub Vehicle Operator w/o CDL to Vehicle Attendant, 184-day, 4 hrs/day, (Transportation), effective September 29, 2014
- Susan Simmons Vehicle Attendant, 184-day, 4 hrs/day to Vehicle Attendant, 240-day, 4 hrs/day (Transportation), September 1, 2014
- Bonnie Taylor Licensed Practical Nurse, 240-day, 7 hrs/day to Registered Service Specialist, 240-day, 7 hrs/day (Adult Services), effective September 1, 2014
- John Vennetti Service & Support Administrator, 240-day, 7.5 hrs/day to SSA Supervisor, 242-day, 8 hrs/day (Service & Support Administration), effective September 29, 2014

Reclassifications:

Additional Assignments:

Supplemental Agreements:

Separations:

- Jessica Howiler Early Intervention Specialist, 240-day, 7 hrs/day (Children's Services), effective September 5, 2014
- Cheyrl Powell Substitute Registered Service Worker (Adult Services), effective September 16, 2014
- William Whitacre Director of Adult Services, 260-262-day, 8 hrs/day (Adult Services), effective September 12, 2014

Retirements:

- Ronald Overberger Vehicle Operator w/o CDL, 184-day, 4 hrs/day, (Transportation), effective September 30, 2014

Reviewed September 2014 Enrollment Report with enrollment of 896 consumers representing an increase of fifty-six (56) and a decrease of eighteen (18) consumers from August 2014; It was noted that Early Interventions enrollment is a continuous process.

Motioned to select an Alternate to the OACBDD Annual Convention, December 3-5, 2014 for Delegate Assembly December 3

Alternate: Omar Nagi, Deputy Superintendent
Second Alternate: Pat Macke, Superintendent

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

No Public Comment

The Superintendent reported on the following:

- Sandy Craft, Board member, current terms expires December 31 2014, is not eligible for re-appointment due to her son moving out of county December 2014 and is no longer eligible for services in Portage County. Kelly Butler, parent, has express interest to be appointed by the Probate Judge. She is following up with a letter of request to the judge.
- Four hour Board Member Orientation is now required by rule.
- The *Meet and Greet* for new Superintendent, Omar Nagi, is to be held October 21, 2014 from 3:00-5:30pm. Invitation is on the website, *Call Now One* e-mail notification, and Record Courier.
- The Craft Auction is Saturday, October 18, 2014 from 9:00am-3:00pm. Thirty-five (35) vendors are participating as well as the many Silent Auctions items and big ticket items.
- The Facility Committee met from 3:00-4:00pm today and will discuss at the November regular Board meeting the Parent Council donation for a gym.

Motioned to set the time of the November 19, 2014 2015 Annual Plan Public Forum at 4:30 p.m. at the Dennis M. Coble Administration Building

Motion by J. Schmidlin
Second by S. Craft
Motion carried by voice vote

The President announced the next regular meeting as November 19, 2014, 5:00 p.m., Dennis M. Coble Administration Building following the Public Forum.

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 5:50 p.m.

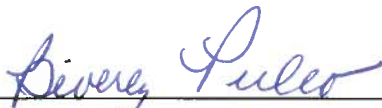
Motion by J. Schmidlin
Second by S. Craft
Motion carried by voice vote.

INFORMATION

Monday, October 13, 2014 Basketball Organizational Meeting, 4:30p.m., Happy Day School
Cheerleading Organization Meeting and Practice, 5:15p.m., Happy Day School
Parent Council Meeting, 6:00p.m., Portage Industries

- Friday, October 17, 2014 240-day Staff In-service, Ravenna Elks
Saturday, October 18, 2014 Silent Auction & Craft Show, 9:00 a.m.-3:00p.m., Happy Day School
Friday, October 24, 2014 School-age Socialization, Dinner & Activity, Happy Day School, 6:00-8:00pm
Thursday, October 30, 2014 Fall Festival, Happy Day School
Thursday, November 6, 2014 Parent-Teacher Conferences, 4:00-7:30pm—students attend all day
Friday, November 7, 2014 Parent-Teacher Conferences 8:30-12pm—NO school in session
Monday, November 10, 2014 Parent Council Meeting, 6:00pm, Portage Industries
Thursday, November 20, 2014 Transitions Fair, 8:30a.m-3:30p.m. , 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

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



John Gargan, President



Timothy Moran, Secretary