

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

February 21, 2018
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

Vice President Kelly Butler; called the regular meeting to order at 5:02pm.

Board Members present by Roll Call:

Kelly Butler, Carol J. Fruscella, John Gargan, Cheri Michael, William Tarver

A quorum is present.

Administrative Staff Present (absences noted by Interim Superintendent)

G. Brown, Supt., T. Byich, M. Condos, D. Cotton, M. Dolensky, A. Hall, L. Leslie,
B. Puleo, G. Slapnicker, G. Smith, K. Smith, K. Sumwalt, T. Torch, J. Vennetti, G. Winsen
Excused:

Guests present: Bonnie Taylor, Christina Matthews, Matthew Merchant, Record Courier, Tim Moran
Staff: L. Buchanan, C. Smith, D. Lemasters, C. West, K. Hill, J. Nichols, J. Fetterolf

Motion to approved excused Board Member: Michelle Sahr

Motion by C. Michael
Second by W. Tarver
Motion carried by voice vote

Public Comment: None

Adopted a motion to approve minutes from Organization Meeting January 31, 2018, Regular Meeting January 31, 2018, Special Meeting February 2, 2018, Special Meeting February 13, 2018.

Motion by J. Gargan
Second by W. Tarver
Motion carried by voice vote

Motioned to approve the agenda for February 21, 2018 Regular Meeting as presented at table.

Motion by C. Fruscella
Second by J. Gargan
Motion carried by voice vote

Motion for the Ratification of the January 2018 Invoice Payments as authorized by the Superintendent.

Motion by C. Michael
Second by C. Fruscella
Motion carried by voice voter

Motion for the Acceptance of the January 31, 2018 Financial Report.

Motion by C. Michael
Second by W. Tarver
Motion carried by voice vote

Board Committee report(s) for the month: Financial/Human Resources—February 9, 2018
Cheri Michael, Chair, Kelly Butler, member, Michelle Sahr attending in open seat

- **Privatizing Portage Industries (Adult Services)**

In regard to the June 1st final transition date at PI, the Portage County Auditor will require OPERS information on any “carry over employee” who will be working for PI Inc. and who chooses to continue having the OPERS contributions deducted from their paycheck. It is still to be determined whether we will have any carry over employees or not. Diane went over the “Memorandum of Understanding” between our Board and the PC Auditor so we are aware that this agreement exists.

Diane also provided a chart of direct costs for our adult services at Portage Industries including 2016, 2017 and estimated costs for 2018 & 2019 so the committee would have a basis for comparison as we move toward the final transition date of June 1st.

- **2 mill Levy Expiring End of 2018**

This is a 5-year levy which generates approximately \$3.5 million per year. The Levy Committee generally begins around the month of June with a levy campaign. The discussion was that this year there is a need to get an earlier start and begin working on objectives beginning in April. The Board needs to take action and vote when placing a levy on the ballot. Our Financial/Human Resources Committee makes the recommendation to have a renewal levy on the ballot during this November’s election.

- **Transportation—Reduction of Staff/Abolishment of Positions/Change in Table of Organization**

With the final transition date for adult services, soon approaching, independent providers have been assuming the role for transporting those individuals who are attending Portage Industries. With Phase 1 of the transition completed on Feb. 1 there is a need to reduce the number of employees required in the Transportation Department. There is a resolution on the agenda for tonight re this matter. It is the recommendation of our

committee that you consider passing that resolution.

- **Needed supports for Adult Services**

There was discussion re the areas we lack in supporting our adult population. This was introductory and the committee will need to meet again on this topic to discuss it further and in more depth.

Motioned to approve Resolution 18-02-01 for the Acceptance of Gifts, Memorials, Grants, and Donations for the Month of January 2018 in the amount of \$166.00

RESOLUTION 18-02-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF JANUARY 2018

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of January 2018 as specified below: and

To:	From:	
Happy Day School Early Intervention Program	Hunter, Christina & Chad (Madison Hunter -Crestwood School Student organized a <i>Down Syndrome Awareness</i> Fund Raiser honor of her sister)	166.00
Total		\$166.00

WHEREAS, Board Policy 1.17 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 1.17 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: Gina Brown, Superintendent, & Diane Cotton, Director Business Management

The resolution was moved by **Carol J. Fruscella** seconded by **Cheri Michael**

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

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

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
William Tarver,	aye	Michelle Sahr,	excused

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 meeting held on **February 21, 2018**, 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 Resolution 18-02-02 that the Portage County Board of Developmental Disabilities Approves All Board Actions for Period January 1, 2013 to Present.

RESOLUTION 18-02-02

PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES APPROVES ALL BOARD ACTIONS FOR PERIOD JANUARY 1, 2013 TO PRESENT

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is concerned that prerequisites required for Board members relating to their appointment to the Board were not properly completed at the time of their appointment; now therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities hereby ratifies all official actions taken by the Board from January 1, 2013 to the present including, but not limited to, all resolutions, contracts, expenditures, policies and employee-related matters.

Submitted by: Gina Brown, Superintendent

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

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

Kelly Butler,	aye	Carol J. Fruscella,	aye
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John Gargan, aye
William Tarver, aye

Cheri Michael, aye
Michelle Sahr, excused

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 **February 21, 2018**, 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 Resolution 18-02-03 to approve the Reduction of Staff/Abolishment of Position(s)/Change In Table of Organization in Transportation Department.

RESOLUTION 18-02-03

REDUCTION OF STAFF/ABOLISHMENT OF POSITION(S)/CHANGE IN TABLE OF ORGANIZATION IN TRANSPORTATION DEPARTMENT

WHEREAS, effective July 1, 2015, service delivery changes brought about by mandates from the Centers for Medicare and Medicaid Services and the Ohio Department of Developmental Disabilities, require the Board to divest operations as a provider of adult services by 2024; and

WHEREAS, on February 1, 2018, the Board completed Phase 1 of its transition of provision of adult services to independent providers; and

WHEREAS, there is a need to reduce the number of employees required to provide transportation services due to a reduction in the number of adults attending the Board workshop, and

WHEREAS, the Superintendent recommends to the Board that the following positions in the Transportation Table of Organization be abolished:

Two (2) Vehicle Attendant, 240 days

THEREFORE, BE IT RESOLVED, the Portage County Board of Developmental Disabilities accepts the recommendations of the Superintendent herein in regards to abolishing the above mentioned positions; and be it

RESOLVED, that the Superintendent be directed to act in accordance with Article 8 of the Collective Bargaining Agreement with the Ohio Association of Public School Employees, Local 044 to carry out this action.

Submitted by: Gina Brown, Superintendent and Lynn Leslie, Director of Human Resources

The resolution was moved by **John Gargan** and seconded by **William Tarver**

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

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

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
William Tarver,	aye	Michelle Sahr,	excused

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 **February 21, 2018**, 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 Resolution 18-02-04 for Approval to Enter into a Contract with the Akron Area YMCA/Rotary Camp, 501(C) not for-profit corporation, 4460 Rex Lake Drive, Akron, Oh 44319 for the Operation of a Summer Recreation Camp at Happy Day School for the period June 7, 2018 through July 27, 2018 in an amount not to exceed Ninety-Four Thousand, Eight Hundred Fifty-Five Dollars (\$94,855.00) serving up to seventy-two (72) Board-eligible children.

RESOLUTION 18-02-04

APPROVAL TO ENTER INTO A CONTRACT WITH THE AKRON AREA YMCA/ROTARY CAMP, 501(C) NOT FOR-PROFIT CORPORATION, 4460 REX LAKE DRIVE, AKRON, OH 44319 FOR THE OPERATION OF A SUMMER RECREATION CAMP AT HAPPY DAY SCHOOL FOR THE PERIOD JUNE 7, 2018 THROUGH JULY 27, 2018 IN AN AMOUNT NOT TO EXCEED NINETY-FOUR THOUSAND, EIGHT HUNDRED FIFTY-FIVE DOLLARS (\$94,855.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) is desirous of providing the opportunity for a summer recreation day camp for children eligible for Board services, during the months of June and July 2018 at Happy Day School; and

WHEREAS, monies have been budgeted in Fund 1340 of the 2018 Appropriations Budget for

WHEREAS, the provision of the 2018 Summer Recreation Day Camp Program; and the Akron Area YMCA/Rotary Camp, a 501(c)(3) not-for-profit corporation, 4460 Rex Lake Drive, Akron, OH 44319 (hereinafter Provider), has operated a very successful day camp program for the Board since 2009, and is desirous of again entering into an agreement with the Board for the operation of a summer recreation program at Happy Day School; now therefore be it

RESOLVED, that the Board hereby approves and authorizes the Superintendent to enter into a contract with the Provider for the operation of a summer recreation camp at Happy Day School for the period of June 7, 2018 through July 27, 2018 serving up to seventy-two (72) Board-eligible children at three hundred five dollars (\$305.00) per week in an amount not to exceed ninety-four thousand, eight hundred fifty-five dollars (\$94,855.00); 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: Gina Brown, Superintendent; Alicia Hall, Director of Education and Child Development; and Diane Cotton, Director of Business Management

The resolution was moved by **Cheri Michael** and seconded by **William Tarver**

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

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

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
William Tarver,	aye	Michelle Sahr,	excused

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 **February 21, 2018**, 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 Resolution 18-02-05 to Request to Modify the Fiscal Year 2018 Appropriation Budget as approved by the Portage County Board of Developmental Disabilities per Resolution 17-05-02 with a decrease in the amount of two hundred forty thousand, nine

hundred sixty-six dollars (\$240,966.00) for a total Fiscal Year 2018 Appropriation Budget amount of twenty-one million, two hundred thirty thousand, seven hundred forty-four dollars (\$21,230,744)

RESOLUTION 18-02-05

REQUEST TO MODIFY THE FISCAL YEAR 2018 APPROPRIATION BUDGET AS APPROVED BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PER RESOLUTION 17-05-02

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 2018 appropriation budget due to revised expenditure projections; now, therefore, be it

RESOLVED, that the Board does hereby approve and authorize a modification to the Fiscal Year 2018 Appropriation Budget by a decrease in the amount of two hundred forty thousand, nine hundred sixty-six dollars (\$240,966), with the modified amounts shown in the table below for a total Fiscal Year 2018 Appropriation Budget amount of twenty-one million, two hundred thirty thousand, seven hundred forty-four dollars (\$21,230,744); and be it further

Account Number	Description	Budget	Modification	Modified Amount
Fund 1340	DD Operating Fund	\$21,157,640	(\$377,216)	\$20,780,424
Fund 1343	IDEA Part B Grant	\$57,570	\$0	57,570
Fund 4100	Capital Fund	\$213,750	\$136,250	\$350,000
Fund 8104	Gift/Donation Fund	\$42,750	\$0	\$42,750
	TOTAL ALL FUNDS	\$21,471,710	(\$240,966)	\$21,230,744

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 2018 as revenues and needs change.

Submitted by: Gina Brown, Superintendent, & Diane Cotton, Director of Business Management

The resolution was moved by **Cheri Michael** and seconded by **John Gargan**

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

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

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
William Tarver,	aye	Michelle Sahr,	excused

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 **February 21, 2018**, 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 Resolution 18-02-06 to Approve the Retitling and Reclassification of the 242-Day Special Education Services Developer Position to 199-Day School-Age Transition Coordinator

RESOLUTION 18-02-06

APPROVE THE RETITLING AND RECLASSIFICATION OF THE 242-DAY SPECIAL EDUCATION SERVICES DEVELOPER POSITION TO 199-DAY SCHOOL-AGE TRANSITION COORDINATOR

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board), through Board Policy 1.0 *Powers and Duties of the Board*, retains the exclusive authority to place management-level Employment Positions on particular levels of the Board’s Management Salary Schedule; and

WHEREAS, the Superintendent, the Director of Education and Child Development and the Director of Human Resources recommend (1) a change in title from Special Education Services Developer to School-Age Transition Coordinator and (2) the reclassification of the position from Level 5 (242-day work schedule) to Level 5

(199-day work schedule) of the Board’s Management Salary Schedule, and

WHEREAS, the Superintendent, the Director of Education and Child Development and Director of Human Resources submit that the rationale for reclassification is the increased focus on providing resources and assistance to students as they transition from school services to post-secondary options ; now therefore be it

RESOLVED, the Board hereby approves the new title of School-Age Transition Coordinator and the reclassification of the retitled 242-day Special Education Services Developer classification from Level 5 (242-day work schedule) to Level 5 (199-day work schedule) of the Board’s Management Salary Schedule; now therefore be it

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

Submitted by: Gina Brown, Superintendent, Alicia Hall, Director of Education and Child Development and Lynn Leslie, Director of Human Resources.

The resolution was moved by **William Tarver** and seconded by **Carol J. Fruscella**

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

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

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
William Tarver,	aye	Michelle Sahr,	excused

CERTIFICATION

I, Beverly Puleo, of the Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at the regular meeting held on **February 21, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Reviewed January 2018 Management Reports: Investigative Agents presented the 2017 MUI Yearly Analysis

Reviewed January 2018 Personnel Reports: Lynn Leslie, Director of Human Resources reported one resignation in January for total employment of 129 staff.

Recap of Personnel Actions for January 2018

- As of January 2018, there were 129 employees including six (6) intermittent positions and nine (9) vacancies.

Positions Added/Abolished:

Abolished: Part-time Instructor Assistant (Children's Services)

Added:

Job Postings/Vacancies

Account Clerk I, 240 days, 8 hrs/day (Transportation), vacant August 25, 2016, posted August 17-31, 2016, Vacant

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), 2 vacancies, November 30, 2016, November 16-December 2, 2016, (*reposted*) May 5-19, 2017 one Vacant, one filled effective July 31, 2017

Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Administration), vacant October 31, 2017, posted October 3, 2017-November 10, 2017, filled February 12, 2018

Supplemental Positions:

Basketball Coach [3] (November-March), 1 vacancy remains vacant September 1, 2017, posted July 14-28, 2017, Vacant

Soccer Coach (April-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Softball Coach [2] (April-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Volleyball Coach (March-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Bowling Assistant (February 10, 2017) - *2 positions*, vacant January 29, 2018, posted January 29-February 9, 2018, Filled

New Hires:

Promotions/Transfers:

Reclassifications:

Additional Assignments:

Supplemental Agreements:

Colleen Brown Bowling Assistant, effective February 10, 2018

James Flan Basketball Coach (November - March), effective November 1, 2017

Donald Martell Soccer Coach (April - June), effective November 1, 2017

Lori Murphy Bowling Assistant, effective February 10, 2018

Lauren Myers Volleyball Coach (March - June), effective November 1, 2018

Sandra Osdyke Basketball Coach (November - March), effective November 1, 2017

Separations:

Kimberly Palmer Business Office Assistant, 260/261/262 days, 8 hrs/day (Fiscal), effective January 26, 2018

Retirements:

Reviewed January 2018 Enrollment Report with enrollment of 962 beneficiaries for the month of January representing an increase of twenty-four (24) and a decrease of sixteen (16) beneficiaries from December 2017.

The Superintendent reported on the following:

- **Transition Update:** The transition committee met 1/9/2018. The second group of individuals will be transitioning 4/5/2018. There are 16 individuals in this group.

The next meeting is 3/6.

As the transition moves forward, Transportation employees assigned to PI as well as the LPN now assigned at Happy Day are switching from being paid as 240-day employees to 184-day employees. When the provision of adult services at PI ends June 1 (as currently scheduled), Board transport of persons served will no longer be needed nor will nurse services. Many of the Transportation employees affected have enough seniority to bump employees at the school. If we do not move them to 184 days now, they will not get a paycheck during the summer months and would have no earnings from which to deduct their health insurance contributions. The same would apply to the LPN at the school.

- **New Rules DODD**

Waiting list Rule is being revised, there is a “Fix the List” initiative going on right now. Under the new rule, all county boards will use the same assessment tool to determine if a person has needs that can be addressed through local resources or if those needs require enrollment in a waiver. An assessment will be administered when someone wants waiver services or is on the current waiting list.

- * The assessment will result in one of the following outcomes
 - ❖ Outcome 1: For a person determined to have an immediate need, county boards will take action within 30 days of the assessment to ensure the person gets services. In order to reduce the risk of harm to the person or others, the county board may link the person to community resources, county board resources, or enroll the person in a waiver.
 - ❖ Outcome 2: The person has unmet needs that will require enrollment in a waiver in the next 12 months. County boards with limited funds will place the person's name on the current needs waiting list.
 - ❖ Outcome 3: The person does not have any unmet needs at this time. A new assessment can be requested when needs change.
- * For each outcome, the Ohio Department of Developmental Disabilities will maintain a record of the assessment for family members and people with disabilities to review.
- * **The old way of doing business has been unpredictable for families.** There are roughly 49,000 people with developmental disabilities currently on Ohio's home and community-based services waiting list. Currently, families sign up for the waiting list through their county boards of developmental disabilities with no determination of eligibility, and many place their family member on multiple county board waiting lists. A majority of people on Ohio's waiting list has no current unmet need, according to a recent study, and many people on the list are already receiving some other form of service.
- * After implementation of the new Home and Community-based Services Waiting List rule, Ohioans with developmental disabilities and their families will have a fair,

streamlined process for applying for home and community-based services waivers that takes into account those people with the most pressing needs and matches them with the necessary resources. This new way forward also will provide the Ohio Department of Developmental Disabilities and local county boards with important information that will allow them to more effectively plan to meet both current and future needs.

▪ **Trainings**

In-service training for members of county boards of developmental disabilities, states that board members must complete a minimum of four hours of in-service training.

✧ The rule also states that the director will identify topics related to the developmental disabilities

✧ Service delivery system to be addressed during in-service training.

✧ Director Martin has identified the following four topics for 2018 county board member in-service training

- Supportive Technology
- Ohio's HCBS Waiver Waiting List
- Key Statewide Data and the Data Warehouse
- Cash Projections Tools

✧ The rule also states that the director may specify the content of the training on the topics he has identified. Based on the feedback of county board superintendents, the department will provide content outlines that support discussion for each of these four topics, which will include links to video clips, websites, and other resource materials.

✧ Content outlines for Supportive technology and Ohio's HCBS Waiver Waiting List are available now. The two final outlines will be made available by March 1, 2018.

✧ The amount of time each content outline will take for review and discussion will vary. The requirement for board member training states only that board members are required to complete a minimum of four hours of in-service training, so other topics may be included beyond the four that the director has identified.

▪ The Ohio DD Council has updated **Guardianship in Ohio**, a booklet that offers a comprehensive overview of guardianship and alternatives in Ohio.

✧ The information is written for families who have a child with a developmental disability but may be relevant for others who need to navigate the often confusing and intimidating world of probate court and guardianship.

✧ Logan Philipps and Bill Root, principal attorneys with Resch, Root & Philipps, LLC, are the authors of this booklet, supported by funding from the Ohio DD Council.

✧ Download the book: <http://ddc.ohio.gov/Portals/0/guardianship2017.pdf>

▪ **SSA Boot Camp**

April 19-20, 2018, May 17-18, 2018, June 7-8, 2018

✧ SSA Boot Camp is designed to deliver Hands on, Comprehensive, Accurate, and Usable Information to New and Existing SSAs in three individual sessions.

✧ **Session I: Ground Maneuvers:** is designed for less experienced SSAs who need to understand and apply the basic SSA responsibilities quickly and efficiently. Boot camp trained SSAs will come back to the county with an overall knowledge of the SSA job and the tools to work with confidence.

✧ **Session II: Air Maneuvers:** will build on session one and participants will receive hands on application of more specific SSA functions such as Behavior Management, OEDI/COEDI, DDP, CPT, daily rate application, adult day array and other topics.

- * **Session III: War Games:** will focus on Self Advocacy, Self-Waiver, transition services, consumer benefits, time management, facilitating effective meetings, conflict resolution and other topics that will enhance the skills of the SSA.

The Vice President announced Next Regular Board Meeting:
 Wednesday, March 21, 2018 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

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

Motion by C. Fruscella
 Second by C. Michael
 Motion carried by voice vote.

INFORMATION

Cancelled Until Further Notice Board Eligible Family Swim, 6:00-7:30pm, Happy Day School
Friday, February 16, 2018 Adult Services Valentine Dance, Happy Day School,
Monday, February 19, 2018 Children’s Services Program, In-service, no school for all students
Friday, March 9, 2018 Genetics Outreach Clinic, 9:00-3:00, Happy Day School
Monday, March 12, 2018 Parent Council Meeting, 6:30pm, Portage Industries
Tuesday, March 20, 2018 PCBDD Staff vs Special Olympics Basketball Teams, 5:00-6:00pm, Happy Day School
Monday-Monday, March 26-April 2, 2018 Spring Break, Children’s Services
Wednesday-Monday, March 28-April 2, 2018 Spring Break, Adult Services/240-day staff
Saturday, October xx, 2018 Parent Council Carnival, 1:00-4:00pm, Happy Day School
(note: moved from April date)

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



John Gargan, Secretary