

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

April 18, 2018
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Michelle Sahr; called the regular meeting to order at 5:03pm.

Board Members present by Roll Call:

Kelly Butler, Carol J. Fruscella, John Gargan, Cheri Michael, Timothy Moran, Michelle Sahr ,
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. Sumwalt, T. Torch, J. Vennetti, G. Winsen, C. Brown,
J. Nichols

Excused: K. Smith

Guests present: Bonnie Taylor, Phil Miller, CEO, Portage Industries, Inc., Sandy Allen,
Portage Industries, Inc., Mike Horning, Education Alternatives, Ron
Habowski, Labor Consultant, Mark Tirpak, Christina Mathews, Pam Byiel,
Matt Merchant, Record Courier, Mike Kerrigan, Portage County
Commissioner, Robin Howard, Casey Howard, Mark Frisone, CEO, Family
and Community Services, Terry Dunlap,
Staff: L. Buchanan, D. Lemasters, K. Holbert, C. West, N. Nadasky, D.
Gordon, D. Kempisty, M. Beichler, S. Bontempo, E. Ferguson, C. Quiggle

Public Comment: Les Buchanan, Unit A President, spoke to the regarding the upcoming layoffs; no response to date regarding Union requests of the March 18 meeting; severance packages offered by other county boards; (Sara Bontempo distributed Severance Package information from other Boards;) wasteful arbitrations; Portage Industries, Inc. lease arrangements and the funds the Board is providing to that provider; *Career Curve* is a waste of money and of little help in job search

Adopted a motion to approve minutes from Regular Meeting March 21, 2018,

Motion by C. Michael
Second by W. Tarver

Motion carried by voice vote

Motioned to approve the agenda for April 18, 2018 Regular Meeting as presented at table.

Motion by T. Moran

Second by C. Fruscella

Motion carried by voice vote

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

Motion by W. Tarver

Second by C. Michael

Motion carried by voice voter

Motioned for the Acceptance of the March 31, 2018 Financial Report.

Motion by W. Tarver

Second by T. Moran

Motion carried by voice vote

Board Committee report(s) for the month: Financial/Human Resources, Monday, April 9, 2018, 1:30pm, Cheri Michael, Chair, Kelly Butler, member, Tim Moran, member

2019 Temporary Budget

Diane needed to get this done early in the year to submit it to the Portage County Commissioners for their yearly timeline. It is a temporary budget and can have changes made to it later on. With revenues continuing to decrease, it shows 2.3 million deficit spending.

Lease Agreement at Portage Industries for PI Inc.

Current lease agreement expires on June 1. The transition committee continues to meet once a month. There is another team that meets once a month for discussions re the space arrangements in the building. Phil Miller from PI Inc. attended our committee meeting and spoke about how he wants to build and grow their program and hopes clients will return. He explained he needs some time to make that happen.

Our Board committee would recommend a new lease agreement with a monthly rent of \$3,000 for a period of 12 months. Next year, this agreement can be looked at again and adjustments made as necessary.

PT/OT Request for Proposals

The Board is considering providing PT and OT therapies for eligible individuals for circumstances that are life sustaining, habilitative in nature. The therapy services would include training and consultation that would help the provider understand the client's needs. Proposals will be going out for anyone interested in applying.

Our Board committee would recommend providing this service.

New Positions

We had a discussion re possible positions needed to fill the gaps in services and supports we have after the June 1 final transition date. Gina is working on prioritizing a list of needed positions.

Motioned to approve Resolution 18-04-01 Request Approval of Fiscal Year 2019 Temporary Appropriation Budget as recommended by the Financial/Human Resources Committee April 9, 2018

RESOLUTION 18-04-01

REQUEST APPROVAL OF FISCAL YEAR 2019 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 2019; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the fiscal year 2019 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 2019 Temporary Appropriation Budget in the amount of twenty-one million, one hundred eighty-four thousand dollars (\$21,184,000.00), with the individual fund amounts shown in the table below; and be it further

Account Number	Description	Temporary Budget
Fund 1340	DD Operating Fund	\$20,958,000.00
Fund 1343	IDEA Part B Grant	\$41,000.00
Fund 4100	Capital Fund	\$150,000.00
Fund 8104	Gift/Donation Fund	\$35,000.00

Account Number	Description	Temporary Budget
	<i>TOTAL ALL FUNDS</i>	<i>\$21,184,000.00</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 2019 fiscal year as revenues and needs change.

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

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,	excused	Carol J. Fruscella	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver,	aye
		Michelle Sahr,	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 **April 18, 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 18-04-02 to Authorize the Superintendent to Publish Notice for Public Requests for Proposals for Physical Therapy Services as recommended by the Financial/Human Resources Committee, April 9, 2018

RESOLUTION 18-04-02

AUTHORIZATION FOR SUPERINTENDENT TO PUBLISH NOTICE FOR PUBLIC REQUESTS FOR PROPOSALS FOR PHYSICAL THERAPY SERVICES

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) approves the provision of habilitative physical therapy services for Board-eligible adult individuals; and

WHEREAS, the Board would like to obtain requests for proposal (RFP) for these services; now therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent or his/her designee to advertise for RFPs for adult habilitative physical therapy training/provider services for the period of 6/1/18-5/31/19; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby authorized to take action to publish notice of an RFP in the *Record Courier* newspaper with the date of publication being April 23, 2018 and on the Board’s website, with the notice indicating that RFPs will be opened on May 9, 2018 at 10:00 a.m. 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 all actions to carry out this resolution.

Submitted by: Gina Brown, Superintendent; Michelle Dolensky, Director of Adult Services; and Diane Cotton, Director of Business Management.

The resolution was moved by **Timothy Moran** 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 results of which are as follows:

Kelly Butler,	excused	Carol Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye

Timothy Moran, aye

Michelle Sahr, aye

William Tarver, 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 **April 18, 2018** 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 approved Resolution 18-04-03: Request to the Portage County Board of Commissioners for a Resolution Certifying the Necessity of Placing a Renewal Levy on the General Election Ballot of November 6, 2018 in the Amount of 2.0 Mills for Tax Years 2019 through 2023 as recommended by the Financial/Human Resources Committee, February 9, 2018

RESOLUTION 18-04-03

REQUEST TO THE PORTAGE COUNTY BOARD OF COMMISSIONERS FOR A RESOLUTION CERTIFYING THE NECESSITY OF PLACING A RENEWAL LEVY ON THE GENERAL ELECTION BALLOT OF NOVEMBER 6 2018 IN THE AMOUNT OF 2.0 MILLS FOR TAX YEARS 2019 THROUGH 2023

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter the Board), as a County Board of Developmental Disabilities established under Chapter 5126 of the Ohio Revised Code (hereinafter ORC) is mandated to plan and set priorities based on available resources for the provision and/or funding of facilities, programs, and other services to meet the needs of Portage County residents who are individuals with developmental disabilities, and

WHEREAS, the Board has responsibility for the operation and/or funding and administration of facilities, programs, and services as provided in chapter 5126 of the ORC based on available resources; and

WHEREAS, for the securement of available local resources through the levying of taxes, the Board is governed by ORC sections 5705.19(L), 5705.222, and 5705.25; and

WHEREAS, the citizens of Portage County through approval of several tax levies have provided available local resources to the Board to meet the needs of Portage County residents with developmental disabilities; and

WHEREAS, the 2.0 mill levy, renewed by the voters of Portage County beginning with tax

year 2014 will expire in tax year 2018; and

WHEREAS, the resources necessary for the continued operation and administration of facilities, programs, and services provided by or funded by the Board over the next five years require renewal of the 2.0 mill levy; now therefore be it

RESOLVED, that the Board hereby adopts this resolution certifying the need for renewals of the 2.0 mill levy to be placed on the general election ballot of November 6, 2018; and be it further

RESOLVED, that with the approval of this resolution, the Superintendent is directed to submit a letter to the Portage County Auditor asking for certification to the Board both (1) the total tax valuation of Portage County, and (2) the dollar amount of revenue that would be generated by the renewal of the 2.0 mill levy first approved by the voters of Portage County on May 2, 1989; and be it further

RESOLVED, that upon receipt of the information requested of the Portage County Auditor, the Superintendent is herein directed to submit a request to the Portage County Commissioners (hereinafter the Commissioners) for adoption of a resolution by the Commissioners certifying to the Portage County Board of Elections the necessity of placing the renewal levy on the General Election ballot of November 6, 2018, in the amount of 2.0 mills to be assessed against the valuation of the current tax list of Portage County for tax years 2019 through 2023; and be it further

RESOLVED, that the renewal of this levy will be for the purpose of the Board's programs and services pursuant to Chapter 5126 of the Ohio Revised Code at a rate not exceeding 2.0 mills for each dollar of valuation, which amounts to 20 cents (\$.20) for each one hundred dollars of valuation, for five (5) years, commencing in 2019, first due in calendar year 2020 to be levied in the entire county and put to the entire county for a vote November 6, 2018; 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: Gina Brown, Superintendent and Diane Cotton, Director of Business Management

The resolution was moved by **William Tarver** 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:

Kelly Butler,	excused	Carol J Fruscella,	aye
John Gargan	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver,	aye
		Michelle Sahr,	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 **April 18, 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 March 2018 Management Reports: Technology at table
Reviewed March 2018 Personnel Report

Recap of Personnel Actions for February 2018

- As of March 2018, there were 126 employees including six (6) intermittent positions and seven (7) vacancies.

Positions Added/Abolished:

Abolished: Adult Services Instructor Specialist, 240 days, 7 hrs/day (Adult Services)
Vehicle Attendant, 240 days, 4 hrs/day (Transportation) - 3 positions

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

Head Cook, 184 days, 8 hrs/day (Children's Services, vacant December 31, 27, posted February 12-16, 2018, Vacant

Director of Service & Support Administration, 240 days, 8 hrs/day (Service and Support Administration), vacant February 13, 2018, posted February 14-March 2, 2018. Filled March 26, 2018

School-Age Transition Coordinator, 199 days, 8 hrs/day (Children's Services), vacant May 12, 2017, Posted February 28-March 16, 2018, Vacant

Supplemental Positions:

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

New Hires:**Promotions/Transfers:**

Kathryn Christy Vehicle Attendant, 240 days, 4 hrs/day to Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective March 26, 2018

Pamela Dubinsky Vehicle Operator, 240 days, 4 hrs/day to Vehicle Operator, 184 days, 4 hrs/day (Transportation), effective March 26, 2018

Leslie Haney Vehicle Operator w/o CDL 240 days, 4 hrs/day to Vehicle Operator w/o CDL 184 days, 4 hrs/day (Transportation), effective March 26, 2018

Jennifer Hoard Vehicle Operator, 240 days, 4 hrs/day to Vehicle Operator, 184 days, 4 hrs/day (Transportation)3/26/18

Sandra Osdyke Vehicle Operator, 240 days, 4 hrs/day to Vehicle Operator, 184 days, 4 hrs/day (Transportation), effective March 26, 2018

Katherine Read Vehicle Operator w/o CDL 240 days, 4 hrs/day to Vehicle Operator w/o CDL 184 days, 4 hrs/day (Transportation), effective March 26, 2018

Marcella Schaaf Vehicle Attendant, 240 days, 4 hrs/day to Vehicle Attendant, 184 days, 4 hrs/day (Transportation)

Tammy Shultz Vehicle Operator, 240 days, 4 hrs/day to Vehicle Operator, 184 days, 4 hrs/day (Transportation)

John Vennetti SSA Supervisor, 240 days, 8 hrs/day to Director of SSA, 240 days, 8 hrs/day (Service & Support Administration)

Reclassifications:**Additional Assignments:****Supplemental Agreements:**

Colleen Brown Bowling Assistant, effective March 10, 2018

Lori Murphy Bowling Assistant, effective March 10, 2018

Separations:

Ana Martin (Laid off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective March 23, 2018

Ozzie Reichenbach (Laid off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective March 23, 2018

Regina Stuart Vehicle Attendant, 240 days, 4 hrs/day (Transportation), effective March 8, 2018

Retirements:

Reviewed March 2018 Enrollment Report with enrollment of 942 beneficiaries for the month of March representing an increase of twenty-four (24) and a decrease of thirty-five (35) beneficiaries from February 2018.

The Superintendent reported on the following:

- Accreditation—DODD accepted our Plan of Correction (POC.) It will be available on DODD's provider Search next week. We received a one (1) year accreditation. Thank you to everyone who participated in the process from copying files to developing POCs. Special Thanks to Gary Smith, Medicaid Manager, for being the point person.
- The Ohio Department of Medicaid (ODM) periodically conducts reviews of Ohio's Home and Community Based Service (HCBS) waivers administered by the Department of Developmental Disabilities. ODM will be conducting a review of the Individual Options (IO) Waiver beginning in May 2018. The review will progress as follows:
 - May 2018: document review by field reviewer
 - Last week of May-July 2018: Individual consumer interviews.
 - Consumers have not yet been notified of their selection for these required interviews; however, consumer notification will occur the week of April 23, 2018.
 - This is a targeted review looking at several of the IO Waiver Performance Measures related to free choice of provider, freedom of choice, service plans development, and health & safety of individuals. Each reviewer will conduct a face-to-face visit with each individual at his or her home (last week of May-July of 2018). In addition, the reviewer will be assessing whether the characteristics of Medicaid Home and Community-based services (HCBS), as required by the CMS regulations, are present at the individual's residential setting.
 - Portage County has been identified as having 1-7 individuals who were randomly selected for the review. Copies of the following documents are being requested for the review:
 1. Individual Service Plan (ISP), including Behavior Supports Plans for the current waiver year; the previous ISP & any ISP addendum due to change in need over the past year.
 2. Evidence of the individual /guardian's participation in service planning meeting.
 3. Evidence that the individual was notified of their right to choose among waiver services and/or providers.
 4. Evidence of signed freedom of choice form that indicates choice was offered between waiver services and institutional care.
 5. Any additional assessments to support need for the waiver services identified in the ISP.
 6. Copy of any onsite HCBS settings evaluation completed by DODD, County Board of DD or PCG, showing:
 - a. The date the review was completed
 - b. Outcome of the evaluation:
 - i) Setting is compliant
 - ii) May meet with modifications
 - iii) Does not meet compliance
 - iv) Remediation plan is in place.
- *ProviderGuidePlus* goes live May 14. This online provider review and rating tool was developed to help guide people with developmental disabilities and families in their search

for a provider, give provider agency information, and facilitate the assurance of high quality services.

ProviderGuidePlus has been functioning as a pilot in Coshocton, Knox, and Cuyahoga counties for the past two years. During this phase, input from providers, families, and professionals in the developmental disabilities field has been gathered and used to make the tool easy to use. For it to be most useful for families, however, we all need to encourage people with developmental disabilities and families currently using services to enter reviews about their providers.

Leading up to and during this statewide rollout, there will be opportunities to learn more about *ProviderGuidePlus*, receive assistance in setting up provider profiles, and gain information to help guide people with developmental disabilities and families.

- DODD is attempting to simplify the DRA or the daily rate application. This is used to determine costs for those individuals sharing services. Currently there are 10,144 people sharing services across the state of Ohio. There are 3475-shared sites and 10-15% of people serve move in and out of sites at any given time. SSAs across the state spend 60,000 hours on CPT changed with 50% of the changes being unnecessary. New changes will allow MSS to calculate hours and daily rate at the beginning of the year and the daily billing unit remaining the same every month.
- Portage County hosted the Regional Behavior Support Meeting at Maplewood April 13. Fifty (50) people from around the region attended. Topics of discussion included: Behavior Support Basics, interwoven plans and HRC Data Analysis.
- OACB Spring Conference is May 10 and 11. So far four (4) of us are attending. I was asked to participate in the *Local Leadership* track featuring sessions with elected officials that have some statutory interaction with County Boards of Developmental Disabilities. This will consist of two (2) probate judges, another superintendent, and me.

The session with Probate Judges is intended to highlight the role of Probate Judges in board appointments and the relationships with county boards. OACB will be preparing some handouts of "best practices" for attendees. The second part of this session will focus on Guardianship issues and a discussion of a possible tool to assist with securing guardians. The session is scheduled for Friday, May 11, 2018 at 9:40-10:40 AM.

The President announced Next Regular Board Meeting:

Wednesday, May 16, 2018 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

At 5:42pm, the Board entered Executive Session in the Board Room with action be taken following Executive Session.

Motion by C. Fruscella
Second by T. Moran

For the following identified reason:

- (x) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or

complaints against a public employee, official, licensee, or regulated individual;
 indicate reason: Employment of a Public Employee and Compensation of Public Employee

- () To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;
- () Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or intimate court action;
- () Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- () Matters required to be kept confidential by federal law or rules or state statutes.
- () Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public boy of public office.

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

NOT VOTING	PRESENT		BOARD MEMBERS
	<i>YES</i>	<i>NO</i>	
(x)	()	()	KELLY BUTLER
()	(x)	()	CAROL J. FRUSCELLA
()	(x)	()	JOHN GARGAN JR
()	(x)	()	CHERI MICHAEL
()	(x)	()	TIMOTHY MORAN
()	(x)	()	MICHELLE SAHR
()	(x)	()	WILLIAM TARVER

Motion to adjourn executive session at 6:58pm.

Motion by C. Fruscella

Second by J. Gargan

Motion carried by roll call vote as follows: Kelly Butler, excused, Carol J. Fruscella, aye, John Gargan, Jr., aye, Timothy Moran, aye, Cheri Michael, aye, Michelle Sahr, aye. William Tarver, aye.

Motion to return to open session 7:02pm (community member/staff needed to re-assemble)

Motion by C. Fruscella

Second by T. Moran

Motion carried.

Action taken from Executive Session.

RESOLUTION 18-04-04

RE: REDUCTION OF STAFF/ABOLISHMENT OF POSITION(S)/CHANGE IN TABLE OF ORGANIZATION

WHEREAS, 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, the Board contracted with Portage Industries, Inc. to provide direct services to the persons served who have not yet moved from the Board's workshop to other providers since the mandates went into effect in July 2015, thereby discontinuing provision of adult services by the Board at the workshop; and

WHEREAS, there is a need to reduce the number of employees needed to provide services due to a discontinuation of adult services at the Board workshop, and

WHEREAS, the Superintendent recommends to the Board that the following positions in the Adult Services areas of the Table of Organization are to be abolished effective end of business day May 31, 2018:

1. Seven (7) Registered Service Specialists, 240 days
2. Twelve (12) Registered Service Assistants, 240 days
3. One (1) Program Nurse (RN), 240 days
4. One (1) Account Clerk II, 240 days

and,

WHEREAS, the Superintendent recommends to the Board that the following positions in the Adult Services areas of the Table of Organization are to be abolished effective end of business day June 30, 2018:

1. One (1) Director of Adult Services
2. One (1) Director of Habilitation
3. One (1) Community Employment Manager
4. One (1) Activities Supervisor

and,

WHEREAS, due to the expected decrease in student enrollment requiring transportation for the 2018-19 school year, as well as the elimination of transportation services to the

adult workshop, the Transportation Table of Organization requires an abolishment of positions effective end of business day May 31, 2018, as follows:

- 1. Two (2) Vehicle Operators w/CDL, 184 days
- 2. Two (2) Vehicle Operators w/o CDL, 184 days
- 3. One (1) Vehicle Attendant, 184 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:

Section 1: Act in accordance with Article 7.B of the Collective Bargaining Agreement with the Portage County Educators Association for the Developmentally Disabled Unit A.

Section 2: Act in accordance with Article 8 of the Collective Bargaining Agreement with the Ohio Association of Public School Employees.

RESOLVED, that the Superintendent advise the Board if unexpected changes in the reduction of persons served attending the Adult Services program cause a reconsideration of the Resolution.

Submitted by: Gina Brown, Superintendent, Lynn Leslie, Director of Human Resources, Michelle Dolensky, Director of Adult Services, and Thomas Byich, Transportation Supervisor

The resolution was moved by **Timothy Moran** 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, excused	Carol J. Fruscella, aye
John Gargan, aye	Cheri Michael, aye
Timothy Moran, aye	William Tarver, aye
	Michelle Sahr, 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 **April 18, 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 18-04-05 Approve the Retitling and Reclassification of the Part-Time Waiver Specialist/Provider Compliance Position to 260-262 Day Waiver Specialist

RESOLUTION 18-04-05

APPROVE THE RETITLING AND RECLASSIFICATION OF THE PART-TIME WAIVER SPECIALIST/PROVIDER COMPLIANCE POSITION TO 260-262 DAY WAIVER SPECIALIST

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 Medicaid Services Manager and the Director of Human Resources recommend (1) a change in title from Waiver Specialist/Provider Compliance to Waiver Specialist and (2) the reclassification of the position from a part-time hourly rate of twenty-five (25) dollars per hour (\$25.00/hour) to Level 5 (260-262 day work schedule) of the Board's Management Salary Schedule, and

WHEREAS, the Superintendent, the Medicaid Services Manager and the Director of Human Resources submit that the rationale for reclassification is to provide more timely and efficient waiver provider utilization reviews and cost projection data analysis; now therefore be it

RESOLVED, the Board hereby approves the new title of Waiver Specialist and the reclassification of the retitled classification from the hourly rate of twenty-five (25) dollars per hour (\$25.00/hour) to Level 5 (260-262 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; Gary Smith, Medicaid Services Manager; and Lynn Leslie, Director of Human Resources.

The resolution was moved by **John Gargan** 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,	excused	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver,	aye
	Michelle Sahr,	aye	

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 **April 18, 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 18-04-06 Approval of Three (3) New Management Classifications and Placement of Said Classifications On The 260/261/262 Management Salary Schedule

RESOLUTION 18-04-06

APPROVAL OF THREE (3) NEW MANAGEMENT CLASSIFICATIONS AND PLACEMENT OF SAID CLASSIFICATIONS ON THE 260/261/262 MANAGEMENT SALARY SCHEDULE

WHEREAS, the Board retains exclusive authority to add and delete the permanent full-time and part-time employment classifications listed in Board Policy *1.0 Powers and Duties of the Board – Appendix A*; and

WHEREAS, the Board, through Board Policy *1.0 Powers and Duties of the Board*, also retains the exclusive authority to place management-level employment classifications on particular levels of the Board’s Management Salary Schedule; and

WHEREAS, the Superintendent and the Director of Human Resources recommend creation of management-level employment classifications of (1) Director of Community and

Provider Relations (Management Level One), (2) Nursing Support Manager (Management Level Four), and (3) Behavior Support Liaison (Management Level Four); now therefore be it

RESOLVED, that the Board hereby approves the addition to the permanent full-time and part-time employment classifications in Section C of Board Policy 1.0 *Powers and Duties of the Board – Appendix A* of:

1. Director of Community and Provider Relations with placement on Level One (1) of the 260-262 Day Management Salary Schedule;
2. Nursing Support Manager with placement on Level Four (4) of the 260-262 Day Management Salary Schedule, and
3. Behavior Support Liaison with placement on Level Four (4) of the 260-262 Day Management Salary Schedule; and be it further

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 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 Financial/Human Resources Committee 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,	excused	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	William Tarver,	aye
		Michelle Sahr,	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 meeting held **April 18, 2108** and an accurate copy of said resolution is located in the official minutes of the Board.

Beverly Puleo, Assistant to the Superintendent

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 6:40pm

Motion by C. Fruscella
Second by K. Butler
Motion carried by voice vote.

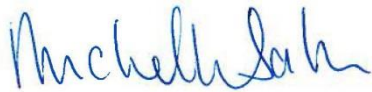
INFORMATION

- Cancelled Until Further Notice** Board Eligible Family Swim, 6:00-7:30pm, Happy Day School
- Friday, April 27, 2018** Spring Dance, 6:00-8:00pm, Happy Day School
- Monday, May 7, 2018** Parent Council Meeting, 6:30pm, Happy Day School
- **Tuesday, May 8, 2018** Parent Council May Dinner, 6:00pm, Happy Day School
- Friday, May 11, 2018** Ravenna High School Day of Service, Happy Day School
- Friday, May 11, 2018** Genetics Outreach Clinic, 9:00-3:00, Happy Day School
- Thursday, May 24, 2018** Annual School Picnic
- Thursday, May 24, 2018** St. Patrick's Band here to perform, 1:00-1:30, Happy Day School,
- Monday May 28, 2018** Memorial Day/Agency Closed
- **Sunday, June 3, 2018** Parent Council, *Build a Gym, Build a Life*, 3rd Annual 5K Race and 1 Mile Fun Run, Walk or Roll, 9:00am, NEOMED
- **Tuesday, June 5, 2018** Graduation, 1:15pm , Happy Day School
- Tuesday, June 5, 2018** Last Day of School for All Students
- Wednesday, June 6, 2018** Last Day for 184-Day Staff
- Monday, June 11, 2018** Parent Council Meeting, 6:30pm, Happy Day School

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



John Gargan, Secretary