

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

June 20, 2018
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

President Michelle Sahr; called the regular meeting to order at 5:04pm.

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 Superintendent)

G. Brown, Supt., C. Brown, T. Byich, M. Condos, D, Cotton, M. Dolensky, A. Hall, K. Hill,
L. Leslie, E. Martinez, B. Puleo, G. Slapnicker, G. Smith, K. Sumwalt, J. Vennetti, G.
Winsen

Excused: K. Smith, T. Torch,

Guests present: Phil Miller, CEO, Portage Industries, Inc., Christina Mathews, Paxton
Hemberger, student, Bill Ullman, Independence, Inc., Sandy Craft, Barbara
Moledor, Portage Physical Therapists, Mark Frisone, Family & Community
Services, Faye Nicholson
Staff: D. Lemasters, C. West, N. Nadasky, C. Smith, S. Pritts, D. Harrod, B.
Orth

Gina Brown, Superintendent, introduced Michelle Dolensky, as the Director of Community and
Provider Relations, Community and Provider Relations effective July 1, 018

Michelle Dolensky, Director of Adult Services, introduced Karen Hill, as the new Nursing
Support Manager, Community and Provider Relations, effective June 1, 2018

John Vennetti, Director of Service and Support Administration introduced Emily Martinez, as
the replacement Service and Support Administration Supervisor, Service and Support
Administration, effective June 1, 2018

Public Comment: None

Adopted a motion to approve minutes from Regular Meeting May 16, 2018

Motion by C. Michael

Second by T. Moran

Motion carried by voice vote

Motioned to approve the agenda for June 20, 2018 Regular Meeting as presented at table.

Motion by T. Moran
Second by K. Butler
Motion carried by voice vote

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

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

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

Motion by W. Tarver
Second by K. Butler
Motion carried by voice vote

No committee meetings held.

Motioned to approve Resolution 18-06-01 Approval of Direct Services Contracts with the Following Individuals as Recommended by the Ethics Council per Approved Ethics Council Resolution EC18-06-01 with no Conflict of Interest for: Kaylan Wilhelm for ID #204743

RESOLUTION 18-06-01

APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC18-06-01 WITH NO CONFLICT OF INTEREST FOR:

Kaylan Wilhelm for ID #204743

WHEREAS, the Ethics Council has determined that direct services contracts with the aforementioned named individuals as a parent, guardian or family member meet the requirements of Ohio Revised Code section 5126.033; and

WHEREAS, the Ethics Council recommends to the Portage County Board of Developmental Disabilities direct services contract with the aforementioned name individuals; and

WHEREAS, Ohio Revised Code Section 5126.032 requires that the Portage County Board of Developmental Disabilities shall not enter into any direct services contract that is not recommended by the Ethics Council; now, therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the

recommendation of the Ethics Council and approves direct services contacts with the aforementioned named individuals; and be it further

RESOLVED, that the Superintendent or his designee is hereby authorized to take any and all action to carry out these direct services contracts.

Submitted by: Gina Brown, Superintendent

The aforesaid resolution was moved 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
Timothy Moran,	aye	William Tarver,	aye
		Michelle Sahr,	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 **June 20, 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 approve Resolution 18-06-02 Approval of Dual Employment of *Susan Orr*, Licensed Practical Nurse, Children’s Services to provide nursing services for Akron Rotary Camp per Approved Ethics Council Resolution EC18-06-02 with no Conflict of Interest

RESOLUTION 18-06-02

APPROVAL OF CURRENT BOARD EMPLOYEE TO PERFORM SERVICES PROVIDED UNDER SECTION 5126.11 (FAMILY SUPPORT SERVICES PROGRAM) OR SECTIONS 5126.40 THROUGH 5126.46 (SUPPORTED LIVING) THROUGH OUTSIDE EMPLOYMENT WITH AN INDIVIDUAL, AGENCY, OR OTHER ENTITY THAT HAS A DIRECT SERVICES CONTRACT WITH THE BOARD OR AS AN INDIVIDUAL PROVIDING SERVICES AS RECOMMENDED BY THE ETHICS

COUNCIL PER ETHICS COUNCIL RESOLUTION EC18-06-02

WHEREAS, employees of the Board are required to inform the Superintendent of the Board of any outside employment the employee has with any individual, agency, or other entity that has a contract with the Board.; and

WHEREAS, employee *Susan Orr, Licensed Practical Nurse, Children’s Services*, has informed the Superintendent that s/he will provide nursing services for Akron Rotary Camp; and

WHEREAS, said employee has completed an affidavit declaring that all of the conditions specified in section 5126.033 of the Ohio Revised Code have been met; and

WHEREAS, the Board’s Ethics Council has reviewed and approved through Resolution EC18-06-02 that this employee’s outside employment meets all of the conditions specified in Ohio Revised Code section 5126.033; and

WHEREAS, by Resolution EC18-06-02 the Board’s Ethics Council recommends to the Portage County Board of Developmental Disabilities approval of this employment; now therefore be it

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and the dual employment with the aforementioned named individual; and be it further

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

Submitted by: Gina Brown, Superintendent

The resolution was moved 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
Timothy Moran,	aye	William Tarver,	aye

Michelle Sahr, 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 **June 20, 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 18-06-03 Ohio Schools Council Cooperative Purchasing Association (OSC) for a Fee of \$350.00 for the Terms of July 1, 2018 through June 30, 2019

RESOLUTION 18-06-03

MEMBERSHIP IN THE OHIO SCHOOLS COUNCIL COOPERATIVE PURCHASING ASSOCIATION

WHEREAS, the Board desires to continue the annual membership in the Ohio Schools Council (OSC) for the purpose of cooperative purchasing; and therefore be it

RESOLVED, the Board authorizes continued membership to the OSC for a fee of approximately \$350.00 for the terms of July 1, 2018 through June 30, 2019; and be if further

RESOLVED, the Superintendent is authorized to take any and all action to carry out this resolution.

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

The resolution was moved by **Carol J. Fruscella** 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
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 **June 20, 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 18-06-04 Approval of School Lunch Program Rates and Structure as Provided by the Food Service Program at Happy Day School at three dollars (\$3.00) per meal

RESOLUTION 18-06-04

APPROVAL OF SCHOOL LUNCH PROGRAM RATES AND STRUCTURE AS PROVIDED BY THE FOOD SERVICE PROGRAM AT HAPPY DAY SCHOOL

WHEREAS, the Portage County Board of Developmental Disabilities (herein after referred to as the Board) is no longer electing to participate in the National School Lunch Program; and

WHEREAS, the Board is committed to providing quality lunches to all children who attend the programs at Happy Day School; and

WHEREAS, the expenses and staff time required for participation in the National School Lunch Program outweigh the anticipated revenues for the limited number of students purchasing meals; and

WHEREAS, it is the Board's intention is to establish reasonable purchase prices for student lunches offered by the Happy Day School food service operation; now therefore be it

RESOLVED, that the Board hereby establishes, effective with the 2018-2019 School Program Year, the base student lunch fee will be set at \$3.00 per full-priced lunch. A charge of \$.50 is established for separate student purchases of a half-pint (1/2 pint) of milk. The Board will use the National School Lunch income guidelines to establish reduced price and free lunch eligibility. Children who meet the qualifications for free and reduced price lunches per the income guidelines of the National School Lunch Program will be charged \$.40 for a reduced price lunch and nothing for a free lunch; and be it further

RESOLVED, that these prices will remain in effect until changed by Board resolution; and be it further

RESOLVED, that Superintendent or his/her designee will request payment for all student lunches on a weekly basis. Every effort will be made to collect lunch monies in a timely manner; 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; 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,	aye	Carol 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 **June 20, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

A motion by J. Gargan and seconded by W. Tarver to put Resolution 18-06-05 on the table. Alicia Hall, Director of Education and Child Development, explained the position duties of the Transition Coordinator whose salary will be paid from grant dollars Board President, Michelle Sahr, requested further discussion in Executive Session of Resolution 18-06-05 Participation in the Ohio Department of Education’s (ODE) Special Education, *Part B—Individuals with Disabilities Education Act (IDEA)* Grant Program for the 2018-2019 School Year Dollars in the Amount Of Nine Thousand Five Hundred Sixty-one Dollars and Twenty-seven Cents (\$9,561.27) with funds being used for Salaries—motion by C. Fruscella and seconded by T. Moran to withdraw previous emotion and allow for discussion in Executive Session

Motion to approve Resolution 18-06-06 Approval of Waiver of Tuition Reimbursement Repayment by Management Employee Being Laid Off Effective June 30, 2018

RESOLUTION 18-06-06

APPROVAL OF WAIVER OF TUITION REIMBURSEMENT REPAYMENT BY MANAGEMENT EMPLOYEE BEING LAID OFF EFFECTIVE JUNE 30, 2018

WHEREAS, Board Policy 3.95 Tuition Reimbursement provides, in part, that employees who leave Board employment within one (1) year of completing a course for which

reimbursement was received must repay the Board for the amount of tuition monies received; and

WHEREAS, management employee Activities Supervisor Colleen Brown is being laid off effective June 30, 2018; and

WHEREAS, the Superintendent and the Director of Human Resources recommend that the above named employee not be required to repay tuition reimbursement received in May 2018 since she is not voluntarily separating from Board employment; now therefore be it

RESOLVED, the Board hereby approves a one-time waiver of Policy 3.95 so that Activities Supervisor Colleen Brown does not have to repay tuition reimbursement received in May 2018; 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 **Cheri Michael** and seconded by **Timothy Moran**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities' Financial/Human 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,	aye	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 **June 20, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Management Employees Being Laid-Off Effective June 30, 2018

RESOLUTION 18-06-07

**APPROVAL OF USE OF PERSONAL LEAVE DAYS BY MANAGEMENT
EMPLOYEES BEING LAID-OFF EFFECTIVE JUNE 30, 2018**

WHEREAS, Board Policy 3.58 Personal Leave with Pay—Management/Other Non-Bargaining Unit Employees provides, in part, that personal leave shall be pro-rated to the nearest day during an employee’s first year of service or at termination of employment; and

WHEREAS, management employees Habilitation Manager John Snyder, Community Employment Specialist Jaime Nichols, and Activities Supervisor Colleen Brown are being laid off effective June 30, 2018; and

WHEREAS, the Superintendent and the Director of Human Resources recommend that the above named employees not have personal leave pro-rated but be allowed to use all personal days allocated for 2018 since they are not voluntarily separating from Board employment; now therefore be it

RESOLVED, the Board hereby approves a one-time waiver of Policy 3.58 so that Habilitation Manager John Snyder, Community Employment Specialist Jaime Nichols, and Activities Supervisor Colleen Brown do not have personal leave pro-rated at termination of employment and that they be allowed to use all personal leave days allocated for 2018 prior to separation; 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 **William Tarver** seconded by **Carol J. Fruscella**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities’ Financial/Human 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,	aye	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 **June 20, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

During the discussion of below resolution, Mr. Tarver questioned why this contract was not put out to bid because of the dollar amount—consistency for the student with the same provider and. Barb Moledor also responded to the question. Cheri Michael and Michelle Sahr thanked Portage Physical Therapists, Inc. for their service.

Motion to approve Resolution 18-06-08 Approval to Enter into a Contract with Portage Physical Therapists, Inc. to Provide Occupational and Physical Therapy Services for the Children’s Services Program for the Term of September 1, 2018 through August 31, 2019 in the amount of four hundred twenty-nine thousand, seventy dollars and forty cents (\$429,070.40) with a 0% increase in the rates

RESOLUTION 18-06-08

APPROVAL TO ENTER INTO A CONTRACT WITH PORTAGE PHYSICAL THERAPISTS, INC. TO PROVIDE OCCUPATIONAL AND PHYSICAL THERAPY SERVICES FOR THE CHILDREN’S SERVICES PROGRAM FOR THE TERM OF SEPTEMBER 1, 2018 THROUGH AUGUST 31, 2019

WHEREAS, Portage Physical Therapists, Inc. (hereinafter referred to as the Vendor) is currently under contract with the Portage County Board of Developmental Disabilities (herein referred to as the Board) to provide occupational and physical therapy services for the Children’s Services programs; and

WHEREAS, it is the desire of the Board to enter into a one (1) year contract with the Vendor for the period September 1, 2018 through August 31, 2019 with a 0% increase in the rates; and be it

RESOLVED, that the Board authorizes entry into successor contract with the Vendor for the term of such contract which shall extend from September 1, 2018 through August 31, 2019 in the amount of four hundred twenty-nine thousand, seventy dollars and forty cents (\$429,070.40); 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; 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
Timothy Moran,	aye	William Tarver,	aye

Michelle Sahr, 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 **June 20, 2018**, 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 18-06-09 Resolution Requesting the Board of Portage County Commissioners o Portage County, Ohio to Submit to the Electors of the County the Question of a Renewal Tax Levy for the Portage County Board Of Developmental Disabilities (R.C. Sections 5705.03, 5705.222) (R.C. Chapter 5126) DD Levy and to Rescind 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* adopted April 18, 2018

**RESOLUTION 18-06-09
RESOLUTION REQUESTING THE BOARD OF PORTAGE COUNTY
COMMISSIONERS OF PORTAGE COUNTY, OHIO TO SUBMIT TO THE
ELECTORS OF THE COUNTY THE QUESTION OF A RENEWAL TAX LEVY FOR
THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
(R.C. SECTIONS 5705.03, 5705.222) (R.C. CHAPTER 5126) DD LEVY**

WHEREAS, the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Portage County Board of Developmental Disabilities (the "Board"), a board subject to the jurisdiction of the

Board of Portage County Commissioners (the "Commissioners") of Portage County, Ohio; and

WHEREAS, the Commissioners are currently levying a 2.00 mill operating levy for a period of five years for the purpose of providing funds for community mental retardation and developmental disabilities programs and services including Happy Day School, Portage Industries, Inc., residential programs and services, and for the acquisition, construction, renovation, financing, maintenance, and operation of mental retardation and developmental disabilities facilities administered by the Portage County Board of Developmental Disabilities (the "Existing Levy"), which Existing Levy is a levy outside the ten-mill limitation and was approved by the voters of the County on November 5, 2013, and first placed on the tax list and duplicate in 2014 for collection beginning in 2015;

NOW, THEREFORE, BE IT RESOLVED by the Portage County Board of Developmental Disabilities, Portage County, Ohio that:

Section 1. It is hereby found and determined that the amount of taxes that may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide for the necessary requirements of the Board.

Section 2. This Board wishes to initiate proceedings for the submission to the electors of the County the question of renewing all of the Existing Levy for the purpose of providing for the operation of community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes.

Section 3. This Board hereby requests the Commissioners to pass a resolution pursuant to Ohio Revised Code Section 5705.222 and other applicable provisions of law to submit to the electors of the County at an election to be held therein on November 6, 2018, the question of such renewal tax levy for the Board. All the territory of the Board is within Portage County, Ohio.

Section 4. Such renewal tax levy shall be at a rate not exceeding 2.00 mills for each one dollar of valuation, which amounts to \$0.20 for each one hundred dollars of valuation, upon the entire territory of the County, for a period of five years.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate for the 2019 tax year (commencing in 2019, first due in calendar year 2020), if a majority of the electors voting thereon vote in favor thereof.

Section 6. The Superintendent of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Commissioners.

Section 7. All formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and all deliberations of this Board and of any of its committees that resulted in such formal action, were in

meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22, and be it further

RESOLVED, that upon adoption of said resolution, 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* adopted April 18, 2018 is hereby rescinded, and

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 **Timothy Moran** 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:

Kelly Butler,	aye	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 **June 20, 2018**, 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 18-06-10 Approval to Amend Contract #20180305 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 to an amount not to exceed One Hundred Two Thousand, One Hundred Seventy-Five Dollars (\$102,175.00) for the term June 7, 2018 through July 27, 2018 for an additional amount of seven thousand three hundred twenty dollars (\$7,320.00)

RESOLUTION 18-06-10

APPROVAL TO AMEND CONTRACT #20180305 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 TO AN AMOUNT NOT TO EXCEED ONE HUNDRED TWO THOUSAND, ONE HUNDRED SEVENTY-FIVE DOLLARS (\$102,175.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter Board) is 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, additional funds are needed to provide for the number of students/weeks of enrollment from the current contract amount of nine-four thousand eight hundred fifty-five dollars (\$94,855.00); now therefore be it

RESOLVED, that the Board hereby approves amendment of the contract with Akron Area YMCA/Rotary Camp for the term June 7, 2018 through July 27, 2018 for an additional amount of seven thousand three hundred twenty dollars (\$7,320.00) with a total contract amount not to exceed one hundred two thousand, one hundred seventy-five dollars (\$102,175.00) ; 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 **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
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 **June 20, 2018**, 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 adopt new Policy 6.26 Social Media Comments

Motion by C. Fruscella
Second by T. Moran
Motion carried by voice vote

Motioned to Approve Amendment To 2018 Children’s Service/Early Intervention ANNUAL PLAN:

Original Goal: *Collaboration will be facilitated by a Special Education Services Developer with community childcare centers/preschools and LEA programs serving children ages 3 to 21 to assist with transition policies as specified by ODE and DODD. Transition services will include, but not be limited to: early intervention to preschool; preschool to kindergarten; transition services to students ages 14-21; WIOA transition to employment options, adult services, etc.*

Goal Reviewed and Restructured to Better Fit the Needs of Students with Special Needs in Secondary Transition.

Provide Secondary Transition Support to Portage County LEA programs and Happy Day School serving children ages 14 to 21 in a collaborative model. PCBDD School-Age Transition Coordinator will be responsible for collaborating with PCBDD staff and Local Education Agencies (LEAs) to support transitional educational services and programs for students with disabilities throughout Portage County. Collaboration with LEAs to a focus on career exploration activities, develops job-training experiences through community employment internships, and assists with implementation and monitoring of the transition to work program. Provides resources to parents and staff (Happy Day School and LEAs in Portage County) to meet transition goals from school services to post-secondary options.

Motion by T. Moran
Second by W. Tarver

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

No reports were Reviewed for May 2018 Management Reports: (Technology Report at table)

Reviewed May 2018 Personnel Report

Recap of Personnel Actions for May 2018

- As of May 2018, there were 100 employees including six (6) intermittent positions and five (5) vacancies.

Positions Added/Abolished:**Abolished:**

Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), seven (7) positions, effective May 31, 2018
Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), twelve (12) positions, effective May 31, 2018
Program Nurse (RN), 240 days, 7 hrs/day (Adult Services), one (1) position, effective May 31, 2018
Director of Adult Services, 260/261/262 days, 8 hrs/day (Adult Services) one (1) position, effective June 30, 2018
Director of Habilitation (Hab Mgr), 260/261/262 days, 8 hrs/day (Adult Services), one (1) position, effective June 30, 2018
Community Employment Manager, 242 days, 8 hrs/day (Adult Services), one (1) position, effective June 30, 2018
Activities Supervisor, 260/261/262 days, 8 hrs/day (Adult Services), one (1) position, effective June 30, 2018
Vehicle Operator w/CDL, 184 days, 4 hrs/day (Transportation), two (2) positions, effective May 31, 2018
Vehicle Operator w/o CDL, 184 days, 4 hrs/day (Transportation), two (2) positions, effective May 31, 2018
Vehicle Attendant, 184 days, 4 hrs/day (Transportation), one (1) position , effective May 31, 2018

Added:

Community Outreach Coordinator, 260/261/262 days, 8 hrs/day (Administration) one (1) position per Resolution 18-05-08

Job Postings/Vacancies

Account Clerk I, 240 days, 8 hrs/day (Transportation), vacant August 25, 2016, posted August 17-31, 2016, Vacant
Head Cook, 184 days, 8 hrs/day (Children's Services, vacant December 31, 27, posted February 12-16, 2018, Vacant
School-Age Transition Coordinator, 199 days, 8 hrs/day (Children's Services), vacant May 12, 2017, Posted February 28-March 16, 2018, Vacant
Waiver Specialist, 260/261/262 days, 8 hrs/day (Administration), vacant April 1, 2018, Posted April 20-May 4, 2018, Filled June 18, 2018
Director of Community & Provider Relations, 260/261/262 days, 8 hrs/day (Community & Provider Relations), vacant April 18, 2018, Posted April 27, May 4, 2018, filled July 1, 2018
Behavior Support Liaison, 260/261/262 days, 8 hrs/day (Community & Provider Relations), vacant April 18, 2018, Posted April 27, May 4, 2018, Posting Cancelled

Nursing Support Manager, 260/261/262 days, 8 hrs/day (Community & Provider Relations), vacant April 18, 2018, Posted April 27, May 4, 2018, Filled June 1, 2018
Instructor Assistant, 184 days, 6.5 hrs/day (Children's Services), vacant May 31, 2018, Posted May 1- 1, 2018, Filled, effective August 27, 2018
Community Outreach Coordinator, 260/261/262 days, 8 hrs/day (Administration) , New, Posted May 18-Jun 8, 2018, Vacant

Supplemental Positions:

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

New Hires:**Promotions/Transfers:****Reclassifications:****Additional Assignments:****Supplemental Agreements:****Separations:**

Donna Bates-Ridenour (Laid Off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective May 31, 2018
Margaret Beichler (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Debra Ferrel (Laid Off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective May 31, 2018
Beth Gregg (Laid Off) Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 31, 2018
Bonnie Hess-Henderhan (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Karen Hill (Laid Off) Program Nurse (RN), 240 days, 7 hrs/day (Adult Services), effective May 31, 2018
Elizabeth Hoffstetter (Laid Off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective May 31, 2018
Joyce Jones (Laid Off) Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 31, 2018
Karen Kager (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Jodie Knight (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Valorie Marker (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Larry Nething (Laid Off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective May 31, 2018
Carolyn Quiggle (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Vickie Ritchie (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018

Susan Simmons (Laid Off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective May 31, 2018
Connie Tarver (Laid Off) Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 31, 2018
Kayla Tirpak (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Heather White (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Melissa Wright (Laid Off) Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 31, 2018
Patricia Yeager (Laid Off) Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018

Retirements:

Carla Boles Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 31, 2018
Linda Bragg Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Leslie Buchanan Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 31, 2018
Laura Galloway Instructor Assistant, 184 days, 6.5 hrs/day (Children's Services), effective May 31, 2018
Eileen Stidd Registered Service Assistant, 240 days, 6.5 hrs/day (Adult Services), effective May 31, 2018
Scott Van Horn Registered Service Specialist, 240 days, 7 hrs/day (Adult Services), effective May 31, 2018

Reviewed May 2018 Enrollment Report with enrollment of 956 beneficiaries for the month of May representing an increase of forty-two (42) and a decrease of thirty-one (31) beneficiaries from April 2018.

The Superintendent reported on the following:

- Three (3) Students graduated from Happy Day School on June 5. Congratulations Raymond, Rebekah, and Dylan.
- Ohio becomes Technology First State. Gov. John Kasich signed the Technology First executive order May 24, making Ohio the first state in the country to place an emphasis on expanding access to technology for people with developmental disabilities.
- The advancements we are seeing in technology with remote monitoring and advanced sensors are helping improve the way we care for those with disabilities and significantly improve the quality of life and increase independence for many. We can and should put these breakthroughs to work for the Ohioans who need them."
- John Martin, director of the Ohio Department of Developmental Disabilities, said Ohio is a national leader in technology.
- Under the executive order, Ohio will work with county boards of developmental disabilities to ensure technology is considered as part of all service and support plans for people with

disabilities. People and their families can explore how supportive technology can enable them to be more productive and included in their community.

- Many new technologies that support people to be more independent include devices that engage in two-way communication or provide step-by step assistance. For example, some devices may help a person maintain a routine or schedule, provide instructions on how and when to prepare a meal, or help them access public transportation. Devices are often items like apps, cellphones, smart tablets, and smart speakers.
- The executive order is not a technology-only policy. Instead, the goal is to help people learn more about how to use technology to better their lives.
- OhioDD.com is a new way of accessing the ISP and assessments for providers and eventually for families and individuals that want to in the future.
 - The target date to start this will be August 1 with providers.
 - The SSA Office Support Team will upload the ISP and assessments to the website once they are finalized by the SSA and team. The providers will get a *Username and password* to access the ISP and assessments only for the people they provide services for. There also will be demographic information that they will have access to. In addition, they will now be able to get the PAWS directly from this website as well to see what services they are authorized for.
 - We have around 30 providers already signed up to start this process with the goal of getting all providers signed up by the end of 2018. The long term goal will be then to eventually sign up those individuals and families that want to also have the same access. No guardians or individuals will be forced to sign up. It will only be for those that prefer this over receiving the plans in the mail. For the providers they will eventually need to sign up at some point.
 - HB 318—which contains language allocating \$12 million from the state’s General Revenue Fund for grants to be used for security upgrades and training by Ohio schools.
- As a result of OACB advocacy, the bill’s language was amended in Senate committee to explicitly include schools run by county boards of DD. Schools awarded grants authorized by the bill will be able to apply the funding to any of the following:
 - School resource officer certification training;
 - Active shooter or school safety training;
 - Student mental health support;
 - or Other educational resources or school safety trainings.
 - I will be accompanying the school district superintendents June 28 to the Commissioners office to thank them for implementing the grant.
- Changing Faces of PCBDD forum was held last night. Thank you John V, Michelle D, Bev P and Gary SI for all of their help.
 - The following topics were covered:
 - Services we will continue to provide
 - Creation of the community and provider relations department. The department’s goals and current staff. Additional future roles of the department like employment engagement and employment navigation
 - Self Advocacy
 - PT for adults
 - Transition Coordinator position goals and responsibilities

- ISP-OhioDD.com
- Fix the list initiative
- Rick Black from OACB will be here Friday for a cash forecast training.
- There will be a Board Member training before the August board meeting.
 - *Topic-Remote Supports*. This one of the topics required by Director Martin. Ken Smith from *Rest Assured* will be here to do the training. Start time 3:30pm

The President announced Next Regular Board Meeting:

Wednesday, August 15, 2018 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

At 6:09pm, the Board entered Executive Session in the Board Room with possible action to be taken following Executive Session.

Motion by C. Fruscella

Second by K. Butler

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;
- (x) 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 body 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
	YES	NO	
()	(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 6:46pm.

Motion by J. Gargan

Second by K. Butler

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 6:47pm (community members/staff needed to re-assemble)

Motion by C. Fruscella

Second by W. Tarver

Motion carried.

Action taken from Executive Session as follows:

Motion to approved Resolution 18-06-05 Participation in the Ohio Department of Education’s (ODE) Special Education, *Part B—Individuals with Disabilities Education Act (Idea)* Grant Program for the 2018-2019 School Year Dollars in the Amount Of Nine Thousand Five Hundred Sixty-one Dollars and Twenty-seven Cents (\$9,561.27) with funds being used for Salaries

RESOLUTION 18-06-05

PARTICIPATION IN THE OHIO DEPARTMENT OF EDUCATION’S (ODE) SPECIAL EDUCATION, *PART B—INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)* GRANT PROGRAM FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Portage County Board of Developmental Disabilities (Board) is eligible to receive federal flow-through dollars in the amount of nine thousand five hundred sixty-one dollars and twenty-seven cents (\$9,561.27) by participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2018-2019 School Year; and

WHEREAS, these funds will be used for salaries and benefits; now therefore be it

RESOLVED, that the Board authorizes participation in ODE’s Special Education, *Part B—IDEA* grant program for the 2018-2019 school year; 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: **John Gargan** 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:

Kelly Butler,	aye	Carol 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, Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **June 20, 2018** 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 18-06-11 Deletion of One (1) Management Classification and Approval of One (1) New Management Classification and Placement of Said New Classification on the 260/261/262 Management Salary for the Advocacy and Community Resource Coordinator

RESOLUTION 18-06-11

DELETION OF ONE (1) MANAGEMENT CLASSIFICATION AND APPROVAL OF ONE (1) NEW MANAGEMENT CLASSIFICATION AND PLACEMENT OF SAID NEW CLASSIFICATION 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 Board, on April 18, 2018 by Resolution 18-04-06, approved creation of a management level classification entitled Behavior Support Liaison on Level Four (4) of the 260-262 Day Management Salary Schedule; and

WHEREAS, the Board has determined to delete the Behavior Support Liaison classification; and

WHEREAS, the Superintendent and the Director of Human Resources recommend creation of a management-level employment classification of Advocacy and Community Resource Coordinator (Management Level Four) of the 260-262 Day Management Salary Schedule; now therefore be it

RESOLVED, that the Board hereby approves the deletion of the Behavior Support Liaison classification on Level Four (4) of the 260-262 Day Management Salary Schedule; and be it further

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 Advocacy and Community Resource Coordinator 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 **Carol J. Fruscella** and seconded by **Timothy Moran**

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,	aye	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 **June 20, 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 6:51pm

Motion by K. Butler
Second by W. Tarver
Motion carried by voice vote.

INFORMATION

➔ **Tuesday, June 19, 2018**

Changing Face of Portage County Board of Developmental Disabilities, 6:30-8:00pm, Dennis M. Coble Administration Building, Board Room

Monday June 11-Friday July 27 2018 Rotary Camp Program (closed week of July 2-6, 2018)

Monday-Friday, July 2-6, 2018 Summer Break, Agency Closed

Tuesday, JULY 24, 2018 27th Annual Benefit Golf Outing, Windmill Lakes

Special Olympics

Friday-Sunday, June 22-24, 2018 State Games, Columbus

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



John Gargan, Secretary