

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

February 20, 2019
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

Michelle Sahr; called the regular meeting to order at 5:00pm.

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, C. Clevenger-Morris, M. Condos, D, Cotton, M.
Dolensky, A. Hall, K. Hill, L. Leslie, B. Puleo, G. Slapnicker, G. Smith, , K. Sumwalt, T.
Torch, J. Vennetti, , G. Winsen

Excused: , E. Martinez, K. Smith

Guests present: Sabrina Christian-Bennett, Portage County Commissioner, Mark Frisone,
Executive Director, Family & Community Services,
Staff: M. Smith, D. Lemasters, C. West

Alicia Hall, Director of Education and Child Development, introduced Laura Fechter, School-
age Transition Coordinator, effective January 22, 2019

Public Comment: none

Adopted a motion to approve minutes from Organization Meeting and Regular Meeting January
16, 2019

Motion by T. Moran

Second by W. Tarver

Motion carried by voice vote

Motioned to approve the agenda for February 20, 2019 Regular Meeting as presented at table.

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

Motion for the Ratification of the January 2019 Invoice Payments as authorized by the Superintendent.

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

Motioned for the Acceptance of the January 31, 2019 Financial Reports.

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

Board committee report: No committee meetings held

Motioned to approve Resolution 19-02-01 Acceptance of Gifts, Memorials, Grants, and Donations for the Month of January 2019 in the amount of \$207.10

RESOLUTION 19-02-01

ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF JANUARY 2019

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of January 2019 as specified below: and

To:	From:	
Happy Day School	John and Cheri Michael	150.00
	Box Tops for Education—March-December 2018 submission	57.10
Total		\$207.10

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 **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 **February 20, 2019** 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 19-02-02 Rescind Resolution 13-08-13 effective March 1, 2019: *Application Fees for Certification of Board Employees in the Areas of Adult Services, Early Intervention, and Service and Support Administration* Adopted August 21, 2013

RESOLUTION 19-02-02

RESCIND RESOLUTION 13-08-13 EFFECTIVE MARCH 1, 2019 APPLICATION FEES FOR CERTIFICATION OF BOARD EMPLOYEES IN THE AREAS OF ADULT SERVICES, EARLY INTERVENTION, AND SERVICE AND SUPPORT ADMINISTRATION ADOPTED AUGUST 21, 2013

WHEREAS, with statutory changes effective July 4, 2013, County Boards of Developmental

Disabilities (hereinafter Boards) became responsible for the certification of Board employees in the following areas: Adult Services, Early Intervention, and Service and Support Administration; and

WHEREAS, Boards were permitted to collect application fees for the administrative costs associated with the requirement to process certification of Board employees and employees of entities under contract with the Board; and

WHEREAS, the Department of Developmental Disabilities now approves Early Intervention Certification and does not charge an application fee for certification, and

WHEREAS, the Board no longer operates an Adult Services program that previously had application fees for certification, therefore, be it

RESOLVED, with the recommendation of the Superintendent and the Director of Human Resources, the Board will not charge application fees for certification of employees in the areas of Service and Support Administration, effective March 1, 2019; and be it further

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

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

The resolution was moved by **Kelly Butler** 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
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 **February 20, 2019**, and an accurate copy of said resolution may be located in the official minutes of the Board.

Beverly Puleo

Beverly Puleo, Assistant to the Superintendent

Motioned to *Rescind Resolution 18-09-05 Establishment of the Standing Committee on Financial Stability* adopted September 19, 2018

Motion by C. Fruscella

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

Motioned to Amend:

- 4.25 *Service and Support Administration:*
 - to change effective date of rule 5123:2-5-02 (April 1, 2017) certification standards of Service and Support Administrators
- 4.28 *Service and Support Administration Case Status:*
 - remove reference to case management and insert Service and Support Administration/Administrator in appropriate reference
- 4.34 *Notice of Appeal Rights Relative to (SSA) Service and Support Administration Services:*
 - change 'case manager' to Service and Support Administration no other language change
- 4.35 *Supported Living Services*
 - add language for clarification of eligibility for Supportive Living services
- 4.36 *Waiting List:*
 - to reflect amended rule 5123-9-04 effective September 1, 2018 to add to definitions which was inadvertently omitted when filed March 28, 2018 by DODD: (b) Definitions (5)'Current Need' (f) An individual is living in an ICF for individuals with intellectual disabilities or a nursing facility and has a viable discharge plan Amended rule effective November 19, 2018 (excerpt only page 1 and 2 included)
- 4.40 *Eligibility for Portage County Board of Developmental Disabilities (Board) Provided or Funded Services and Supports:*
 - language update to reflect Waiting List rule; Waiting List Policy; and change 'case management services' to Service an/d Support Administration services
- 4.45 *'Person-Centered' Approaches to Service Planning And Delivery*
 - add definition of 'person-centered planning; add language to ensure 'person-centered' planning assessment is completed and ISP reflects the support and outcomes by the individual through SSA assistance
- 6.01(C) *Length of School Year:*
 - add 'in compliance with rule ORC 3313.48'; current language to be deleted and included in procedure with new criteria for makeup days
- 6.11 *Family Support Services Program*
 - change 'shall' to 'may' in first paragraph as stated in rule 5123-4-01
- 8.71 *Technical Safeguard:*
 - remove reference to procedures
- 8.79 *Computer Usage:*
 - Change 'policies' to 'procedures'; remove reference to procedures

Motion by J. Gargan
Second by T. Moran
Motion carried by voice vote

Motion to Rescind Policy: 4.27 *Consent for Case Management:* no longer applicable

Motion by K. Butler
Second by J. Gargan
Motion carried by voice vote

Motioned for approval for Superintendent to approve Policy Amendments if a position title(s) and/or department(s) name is changed/or positions/departments assigned to policy is changed with no change to policy language

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

The following Management Reports were reported:

Children's Services: Alicia Hall, Director of Education and Child Development, noted that a three (3) hour in-service was held February 18, 2019, with a presentation by Nicole Thomas from Children's Advantage, regarding abusive situation of children, recovery from, emotional strategies, process to become emotional stable. In-service had valuable information for staff; First Aid training was held in the afternoon.

Community Outreach Coordinator: Chris Clevenger-Morris updated the Board about the Kick-off DD Awareness Month in March by launching our new "Faces of DD" campaign here in Ravenna.

- a. Our first billboard will go up the week of February 25.
 - i. South Prospect St. / Summit Rd.
- b. The remaining two billboards will go up the week of March 4.
 - i. Brady Lake Rd. / St. Rt. 59
 - ii. Cleveland Rd. / Lovers Ln

Will continue to expand the campaign by branching out to a number of advertising locations across the county, with immediate targets including Kent, Streetsboro and Aurora.

- a. We'll also be holding an open photo shoot two dates in March (to be announced) to bring in the individuals served to be used in the Faces of DD campaign.

Gina, Diane and I have been meeting with local elected officials to share with them exactly what the Board is doing, and the direction we're moving in the months to come.

- a. met with Commissioner Kline on Thursday, February 14.
- b. met with Commissioner Christian-Bennett on Friday, February 15.

- c. meeting with Commissioner Clyde this week, as well as State Representative Randi Clites.
- d. The Ohio Association of County Boards (OACB) will be joining us later this week to discuss policy goals and the new administration.

Community and Provider Relations: Michelle Dolensky, Director of Community and Provider Relations informed the Board regarding several areas—*Nursing Support* (Karen)—First Aid/CPR classes on hold due to new testing requirements, First Medication Certification class scheduled in March, Karen is on Board of Directors for DDNA and attended a board meeting.

Advocacy (Colleen)—2019 OSDA NE Regional Meeting on March 21 at the Ravenna Elks— Colleen is working with a group of seven (7) self-advocates to plan the event; a Flyer was available at the table.

Self-Advocacy—Meeting held in January (evening) at Reed Memorial Library with three (3) self-advocates in attendance. Flyers for meeting dates available at the table, one for AM sessions the other PM

Community Resources—Special Olympics: Powerlifting practicing twice-weekly five (5) athletes participating; Information about upcoming games, events and sports is in the Board packet

Portage DD Special Olympics vs. Staff Basketball game scheduled for 3/21 at 6:00pm, at Happy Day School, all welcome, looking for players

Knights of Columbus Bowling Invitational was held February 9 with 105 participants from multiple counties

Community/Provider Relations:

- provider Collaborative meeting held with 11 providers from 8 different agencies in attendance
- Michelle presented at a Career Fair at Rootstown High School and distributed information on Direct Support Professionals
- Colleen attending *Train the Trainer on Trauma Informed Care* along with another staff
- I attended first statewide Provider Partnership Pilot Project Expansion Meeting. Goals for project due by end of month, working on finalizing
- Met with Midwest Health about being a service provider in Portage County as well as *Connections in Ohio* who is a new provider in the county

Service and Support Administration: John Vennetti, Director of Service and Support Administration reported the SSAs have been doing a great job with the waiting list assessments. The plan is to have all the waiting lists done for those individuals that have an SSA by the end of this year and then we can focus on the rest of the assessments. They have also been focusing on having families utilize the community resources that are out there for them.

George, Emily, and I completed training on the Adult Day and Voc Hab rules for the SSAs in January due to our accreditation review.

Transition Booster Training regarding SSI/SSDI was held February 5; about 20 people attended. Although we would like the numbers to be higher, there has been positive feedback from having the trainings and people have been saying how grateful they are that the Board is having these trainings. The next training will be March 5 from 6:30-

8:30pm at Reed Memorial Library in Ravenna. All the trainings are at the library. The training on March 5 will be on Guardianship with a speaker from Disability Rights Ohio and a panel of parents who are guardians currently.

On April 16, we will have the second Remote Fair at CPR—Trying to get an individual/parent to talk about the benefits. Four *Remote Tours* were completed in January. Seven people are utilizing remote supports. We continue to try to get people to understand what the benefits are of remote supports.

A Behavior Support Training was hosted on January 18, 2019 in the Board Room.

We actively continue to try to get more providers into the county so that individuals and families will have more options. The SSA Management and Michele Dolensky, Director of Community and Provider Relations, met with providers over the last week to improve relationships and increase the capacity of providers here in Portage.

George and I attended a meeting last week Portage County Department of Jobs and Family Services to find ways to work together to get people enrolled on waivers. We have been having issues lately getting them to enroll the waivers.

Reviewed January 2019 Personnel Report: Lynn Leslie, Director of Human Resources, reported the employment of Laura Fechter as School-age Transition Coordinator, effective January 22, 2019 and the resignation of Calley Mitchell, Speech and Language Specialist, effective January 7, 2019.

Recap of Personnel Actions for January 2019

As of January 2019, there were 99 employees including seven (7) intermittent positions and two (2) vacancies.

Positions Added/Abolished:

Added:

Abolished:

Job Postings/Vacancies

School-Age Transition Coordinator, 199 days, 8 hrs/day (Children's Services), vacant August 28, 2018, Posted September 10-28, 2018, filled January 22, 2019

Investigative Agent, 260 days, 8 hrs/day (Administration), new position posted December 19, 2018-January 11, 2019, Recruiting

Speech-Language Pathologist, 240 days, 7 hrs/day (Children's Services), vacant October 5, 2018, posted December 19, 2018-January 11, 2019, Recruiting

Supplemental Positions:

New Hires:

Laura Fechter School-Age Transition Coordinator, 199 days, 8 hrs/day (Children's Services, effective January 22, 2019

Promotions/Transfers:

Reclassifications:

Additional Assignments:

Supplemental Agreements:

Separations:

Calley Mitchell Speech-Language Pathologist, 240 days, 7 hrs/day (Children's Services), effective January 7, 2019

Retirements:

Reviewed January 2019 Enrollment Report with enrollment of 976 beneficiaries for the month of January representing an increase of thirty-two (32) and a decrease of thirty-seven (37) beneficiaries from December 2018.

The Superintendent reported on the following:

- DODD approved our plan of correction from accreditation and informed me we received a 3 year.
- On February 7, I accompanied the school district superintendents to a commissioners meeting to explain the continued importance of a grant they funded for MH services in the schools
- The Department of Developmental Disabilities (DODD) has continued to monitor the reports for non-utilization of waiver services. Per OAC 5123:2-9-01; in order for an individual to be eligible for enrollment and continued enrollment in a waiver, the individual must require at least one waiver service. If the need for services is less than monthly, the SSA must conduct monthly monitoring to ensure the individual does, in fact, have a need for waiver services. Documentation of this monitoring must be maintained in the individual's file. If through the regular monthly monitoring, it is determined that the individual does not need any waiver services, the County Board shall recommend the individual for disenrollment from the waiver. DODD, if necessary, will be contacting counties to review the documentation that includes the monthly monitoring of the services for these individuals.

It is the responsibility of the County Boards of DD as the local Medicaid authority to ensure services are being utilized. All individuals who are on the identified list will be issued a prior notice to disenroll letter on March 29, 2019. To avoid these letters from going out, no later than March 27, 2019; the County Board will be required to provide DODD with documentation that a waiver service has been delivered. An email from the County Board only stating that a service has been delivered will not be accepted. Please send all documentation to MDA.DOC@dodd.ohio.gov

On February 20, 2019, DODD will be sending out letters to all individuals and their guardians, that are in the above referenced list, informing them of the need to utilize the waiver. This is not a prior notice to disenroll letter. They will be directed to contact their Service and Support Administrators (SSA) to discuss the services that are needed.

- Director Davis announces organizational change, new *Office of System Support and Standards*.

In response to ongoing conversations between OACB and new DODD leadership regarding priorities and goals of the new administration, Director Jeff Davis has announced that the department will soon add to the existing responsibilities of the [Office of Provider Standards and Review](#) (OPSR) to create the new *Office of System Support and Standards*. Director Davis has communicated that the office will focus on the following areas:

- **Provider Support:** The new office will focus on statewide efforts to support provider agencies with quality building and retention initiatives. These could include increased communications during provider certification and on-boarding as well as regional provider support centers.
- **System-Wide Quality Standards:** To assist county boards and providers with consistent implementation of best practices across county lines, the new office will evaluate state tools used to review county boards and providers.
- **Service and Support Administration:** The office will explore on-boarding and ongoing training efforts for county board SSAs and supervisors with an emphasis on person-centered planning and self-direction. The new office also plans to work with stakeholders to design and implement a single assessment and ISP.

The new office will be led by DODD Deputy Director Kelly Mosley-Miller, who currently oversees OPSR.

- Director Jeff Davis, has also agreed to create a new *Information Systems Workgroup* to examine the effectiveness of the department's IT systems and recommend improvements. Over the past several years, county boards and providers have repeatedly stated that DODD information systems have been planned, developed, and implemented without input from end users of those systems. In addition, the lack of secure data transfer has caused a host of problems for county board databases, including but not limited to widespread double data entry in local and state systems.
- The Office of Ohio Governor Mike DeWine has confirmed that the governor plans to speak at 2019 DD Awareness and Advocacy Day, which will take place March 5 at the Ohio Statehouse in Columbus. The event will also include remarks from the following speakers:
 - Governor Mike DeWine to speak at DD Awareness and Advocacy Day on March 5
 - Shari Cooper, Emcee;
 - Director Jeff Davis, DODD;
 - Director Kevin Miller, OOD;
 - Ohio Treasurer of State Robert Sprague;
 - Dara Walburn, Advocate;
 - Dustin Wright, Disability CocoonRegistration for the event is now **full**
- Disability Cocoon, an organization focused on education and the exploration of technological supports for people with developmental disabilities, will hold its [Tech:Fest Columbus](#) event on March 21. The event will feature demonstrations of technological supports and breakout sessions with speakers from the tech field. The event is meant for people with developmental disabilities, family members, agency provider staff, and county board SSAs. The event is presented in partnership with the Ohio Provider Resource Association (OPRA).

Event Information:

Date and Time: 10 a.m. to 3 p.m. on Thursday, March 21

Location: [VUE Columbus](#), 95 Liberty St, Columbus, OH 43215

Cost: \$37 for people with developmental disabilities and family, \$147 for professionals

The President announced Next Regular Board Meeting:

Wednesday, March 20, 2019 Regular Board Meeting, 5:00pm, at the Dennis M. Coble

Administration Building

At 5:54p.m., the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by W. Tarver
Second by C. Fruscella

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: Personnel
- () 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 7:51pm

Motion by K. Butler
Second by W. Tarver

Motion carried by roll call vote as follows: Kelly Butler, aye, 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 7:52pm

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

No Action taken from Executive Session:

The President asked if any other business needed to come before the Board. There being none, he called for a motion for adjournment at 7:53pm

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

INFORMATION

- Tuesday, February 19, 26, 2019** Board Eligible Family Swim, 6:00-7:30pm, Happy Day School (Note: Tuesday only due to lifeguard availability)
- Monday, February 18, 2019** Children’s Services Program, In-service, no school for all students
- Wednesday, February 20, 2019** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Tuesday, March 5, 12, 19, 2019** Board Eligible Family Swim, 6:00-7:30pm, Happy Day School (Note: Tuesday only due to lifeguard availability)
- Monday, March 11, 2019** Parent Council Meeting, 6:30pm, Reed Memorial Library
- Wednesday, March 20, 2019** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
-  **Thursday, March 21, 2019** Portage DD Special Olympic Basketball vs. PCBDD Staff, Happy Day School Multi-purpose Room, 6:00pm 
- Monday-Friday, March 25-29, 2019** Spring Break I, Children’s Services
- Monday, April 8, 2019** Parent Council Meeting, 6:30pm, Reed Memorial Library
- Wednesday, April 17, 2019** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Friday-Monday, April 19-22, 2019** Spring Break II, Children’s Services

Special Olympics Basketball
 Saturday, February 16 vs Stark DD—Thunder-10:00am; Flashes-12:00pm, Brown Middle School
Playoffs

Friday, February 22 Thunder vs. Stark DD, 6:00pm, Summit DD
Friday, March 1 Flashes vs. TBD, 7:30pm, Lorain
Community College Fieldhouse
Saturday, March 2 Semifinals TBD
Sunday, March 3 Finals TBD

Volleyball

Information meeting Tuesday, March 5, 4:30pm, Happy Day School
Gym

Bowling

Saturday, March 16 State Qualifier, 1:00pm, Spins Bowl Akron

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



Kelly Butler, Secretary