

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

May 15, 2019
Regular Meeting
Dennis M. Coble Administration Building

Prior to Regular Board Meeting a *Board In-service* was held covering the topic of *MUI Training* from 3:45-4:45pm

MINUTES

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, absent

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

G. Brown, Supt., T. Byich, C. Clevenger-Morris, M. Condos, D. Cotton, M. Dolensky, A. Hall, K. Hill, L. Leslie, B. Puleo, G. Slapnick, G. Smith, K. Smith, K. Sumwalt, J. Vennetti
Excused: C. Brown, J. Hall, E. Martinez, T. Torch, , G. Winsen

Guests present: Mark Frisone, Executive Director, Family & Community Services, Ashleigh Lawrence, Family & Community Services, Scott DeGroff, Katrina Shamblen, Nick and Julie Halaszi
Staff: , D. Lemasters, N. Nadasky

Motion to note absent Board Member: William Tarver

Motion by T. Moran

Second by C. Michael

Motion carried by voice vote

Public Comment: no requests

Scott DeGroff and Katrina Shamblen, assisted by Ashleigh Lawrence Program Manager, Unified Resources Recreation, Family and Community Services Adult Recreation, informed the Board of their positive experiences with the program and the activities they enjoy doing on a monthly basis.

Adopted a motion to approve minutes from Regular Meeting April 17, 2019

Motion by K. Butler

Second by T. Moran
Motion carried by voice vote

Motioned to approve the agenda for May 15, 2019 Regular Meeting as presented at table.

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

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

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

Motioned for the Acceptance of the April 30, 2019 Financial Reports.

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

Board committee report: No committee meetings held

Motioned to approve Resolution 19-05-01 for Acceptance of Gifts, Memorials, Grants, and Donations for the Month of April 2019 in the amount of \$3, 224.04

RESOLUTION 19-05-01

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

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

| To: | From: | |
|------------------|---|------------------|
| Happy Day School | designated by donor through United Way of Summit County | 83.32 |
| | Trinity Lutheran Church (March Mission) | 265.00 |
| | Aurora One Fund | 2875.72 |
| Total | | \$3224.04 |

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 **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, | absent |
| | | 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 meeting held on **May 15, 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 19-05-02 for the Approval to Enter into a Contract with Language Learning Associates, LLC (LLA) to Provide Physical Therapy and Occupational Therapy Services for the Children’s Services Program for the term of August 16, 2019 through August 15, 2020 in the amount not to exceed one hundred sixty-four thousand, five hundred dollars and no cents (\$164,500.00), with no increase in the rates, but a 23.5% decrease from 2018-2019 maximum amount

RESOLUTION 19-05-02

APPROVAL TO ENTER INTO A CONTRACT WITH LANGUAGE LEARNING ASSOCIATES, LLC TO PROVIDE OCCUPATIONAL THERAPY, PHYSICAL THERAPY AND SPEECH LANGUAGE PATHOLOGY SERVICES FOR THE CHILDREN’S SERVICES PROGRAM FOR THE TERM OF AUGUST 16, 2019 THROUGH AUGUST 15, 2020

WHEREAS, Language Learning Associates, LLC (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 therapy, physical therapy and speech language pathology 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 August 16, 2019 through August 15, 2020 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 August 16, 2019 through August 15, 2020 in the maximum amount of one hundred sixty-four thousand, five hundred dollars and no cents (\$164,500.00); and be it further

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

Submitted by: Gina Brown, Superintendent; Alicia Hall, Director of Education and Child Development; and Diane Cotton, Director of Business Management,

The resolution was moved by **Kelly Butler** and seconded by **Carol J. Fruscella**

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

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

| | | | |
|----------------|-----|---------------------|--------|
| Kelly Butler, | aye | Carol J. Fruscella, | aye |
| John Gargan, | aye | Cheri Michael, | aye |
| Timothy Moran, | aye | William Tarver, | absent |
| | | 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 **May 15, 2019**, 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 19-05-03 for the Renewal of Contractual Agreement with Family and Community Services, Inc. for Operation and Administration of an Adult Recreation Program for the Period September 1, 2019 through August 31, 2020 in an Amount not to Exceed One Hundred Twenty Thousand Dollars (\$120,000.00) a decrease of 11% from 2018 contract

RESOLUTION 19-05-03

RENEWAL OF CONTRACTUAL AGREEMENT WITH FAMILY AND COMMUNITY SERVICES, INC. FOR OPERATION AND ADMINISTRATION OF AN ADULT RECREATION PROGRAM FOR THE PERIOD SEPTEMBER 1, 2019 THROUGH AUGUST 31, 2020 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000.00)

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) currently has a contractual agreement with Family and Community Services, Inc. (hereinafter F&CS) for operation and administration of an adult recreation program, which provides recreational/leisure activities to individuals age eighteen (18) and above who are eligible for Board services; and

WHEREAS, the current contractual agreement expires on August 31, 2019; and

WHEREAS, F&CS is both desirous and capable of continuing the contractual agreement for the operation and administration of the adult recreation program; and

WHEREAS, the Superintendent herein reports satisfaction with the operation of the adult recreation program and recommends continuation of the contractual agreement with F&CS for the operation of the adult recreation program, and

WHEREAS, funds are available and were budgeted in the 2019 Appropriations Budget for the renewal of this contractual agreement; now therefore be it

RESOLVED, that the Board herein authorizes and directs the Superintendent to execute a contractual agreement with F&CS for the operation and administration of the adult recreation program for the period September 1, 2019 through August 31, 2020 in an amount not to exceed one hundred twenty thousand dollars and no cents (\$120,000.00), an eleven percent (11%) decrease from the 2018-19 maximum amount; 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 Michelle Dolensky, Director of Community and Provider Relations

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 J. Fruscella, | aye |
| John Gargan, | aye | Cheri Michael, | aye |
| Timothy Moran, | aye | William Tarver, | absent |
| | | 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 **May 15, 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 19-05-04 Request Approval of Fiscal Year 2020 Temporary Appropriation Budget in the amount of eighteen million, five hundred ninety-three thousand, six hundred forty-five dollars (\$18,593,645.00) which a 3.3% decrease from 2019 budget

RESOLUTION 19-05-04

REQUEST APPROVAL OF FISCAL YEAR 2020 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 2020; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the fiscal year 2020 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 2020 Temporary Appropriation Budget in the amount of eighteen million, five hundred ninety-three thousand, six hundred forty-five dollars (\$18,593,645.00), with the individual fund amounts shown in the table below; and be it further

| Account Number | Description | Temporary Budget |
|-----------------------|---------------------------|-------------------------|
| Fund 1340 | DD Operating Fund | \$17,936,145.00 |
| Fund 1343 | IDEA Part B Grant | \$20,000.00 |
| Fund 4101 | Capital Fund | \$602,500.00 |
| Fund 8104 | Gift/Donation Fund | \$35,000.00 |
| | TOTAL ALL FUNDS | \$18,593,645.00 |

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 2020 fiscal year as revenues and needs change.

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

The resolution was moved by **Kelly Butler** 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 J. Fruscella | aye |
| John Gargan, | aye | Cheri Michael, | aye |

Timothy Moran, aye

Michelle Sahr, aye

William Tarver, absent

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 **May 15, 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 19-05-05 to Authorize Superintendent to Enter into a Contract with Portage Industries Inc. for Leasing Space at Portage Industries for the Purpose of Operating an Adult Day Supports Program on a month-to-month basis beginning June 1, 2019

RESOLUTION 19-05-05

AUTHORIZE SUPERINTENDENT TO ENTER INTO A CONTRACT WITH PORTAGE INDUSTRIES INC FOR LEASING SPACE AT PORTAGE INDUSTRIES FOR THE PURPOSE OF OPERATING AN ADULT DAY SUPPORTS PROGRAM ON A MONTH-TO-MONTH BASIS BEGINNING JUNE 1, 2019

WHEREAS, Portage Industries Inc. (PI Inc) would like to continuing leasing space through the Portage County Board of Developmental Disabilities (Board); and

WHEREAS, space is available at Portage Industries for lease for that purpose; now therefore be it

RESOLVED, that the Board hereby authorizes the Superintendent to enter into an agreement with PI Inc for the lease of space at 7008 State Route 88, Ravenna, Ohio 44266 (SR88) on a month-to-month basis, as defined by a Lease Agreement beginning June 1, 2019, in an amount payable to the Board of one thousand dollars (\$1,000.00) per month plus reimbursement to the Board of utilities paid by the Board for the SR88 building (including electric, gas and water/sewer). Said utilities will be pro-rated between the Board and PI Inc for the June, July and August 2019 monthly payments. Beginning with the September 2019 monthly payment the utilities for SR88 will be fully reimbursed by PI Inc each month; 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; Diane Cotton, Director of Business Management; &

Michelle Dolensky, Director of Community and Provider Relations

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

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

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

| | | | |
|----------------|-----|---------------------|--------|
| Kelly Butler, | aye | Carol J. Fruscella, | aye |
| John Gargan, | aye | Cheri Michael, | aye |
| Timothy Moran, | aye | William Tarver, | absent |
| | | 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 **May 15, 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 19-05-06 for the Approval of Ohio School Plan Insurance Renewal for the Period July 1, 2019 through July 1, 2020 in an amount not to exceed Thirty-Seven Thousand Nine Hundred Twenty-Five Dollars (\$37,925.00) representing a six and one-half percent (6.5%) decrease from the previous annual premium amount

RESOLUTION 19-05-06

APPROVAL OF OHIO SCHOOL PLAN INSURANCE RENEWAL FOR THE PERIOD JULY 1, 2019 THROUGH JULY 1, 2020 IN AN AMOUNT NOT TO EXCEED THIRTY-SEVEN THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS (\$37,925.00) REPRESENTING A SIX AND ONE-HALF PERCENT (6.5%) DECREASE FROM THE PREVIOUS ANNUAL PREMIUM AMOUNT

WHEREAS, the Director of Business Management requested a renewal quote from the Ohio School Plan (OSP) for cyber, pollution, liability, violence, automobile, and property insurance for the period July 1, 2019 through July 1, 2020; and

WHEREAS, the Board has purchased liability, violence, automobile and property insurance through the OSP since 2008; and

WHEREAS, a quote was received from OSP in the premium amount of thirty-seven thousand nine hundred twenty-five dollars (\$37,925.00) for the period July 1, 2019 through July 1, 2020; and

WHEREAS, the Superintendent and Director of Business Management herein recommend acceptance of this premium renewal bid, representing a six and one-half percent (6.5%) decrease from the previous annual premium amount; now therefore be it

RESOLVED, that the Board hereby awards the cyber, pollution, liability, violence, automobile, and property insurance, at a maximum premium of \$37,925.00, to OSP through Hylant Administrative Services, LLC for the period of July 1, 2019 through July 1, 2020; and be it further

RESOLVED, that the Board authorizes the Superintendent or his/her designee 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 **John Gargan** and seconded by **Timothy Moran**

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

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

| | | | |
|----------------|-----|---------------------|--------|
| Kelly Butler, | aye | Carol J. Fruscella, | aye |
| John Gargan, | aye | Cheri Michael, | aye |
| Timothy Moran, | aye | William Tarver, | absent |
| | | 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 **May 15, 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 for Norbert P Schutte, M.D. as the 2019 physician to perform the 'T8' physicals required for School Transportation Drivers as per OAC 3301-83-07(B)

Motion by C. Fruscella

Second by J. Gargan

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, absent

Motioned to Amend: 4.64 Preadmission Screening Resident Review for Admission to a Nursing Home or to Continue to Receive Services at a Nursing Home for Individuals with Developmental Disabilities (PASRR); Change title and remove references to PASSPORT waivers and to review language of OAC 5123:2-14-01 effective January 18, 2018

Motion by T. Moran

Second by K. Butler

Motion carried by voice vote

The following Management Reports were reported:

Children's Services: Alicia Hall, Director of Education and Child Development, reported the Ravenna's Service learning Class—Day of Service was on site Friday, May 10—9:00am-1:00pm; the group mulched area around the school; the Transition Class went on three (3) Field Trips this past week; the middle/high school students will attend the *All County Dance* at Ravenna High School; the annual /school picnic is Thursday, May 23 with Fran Kitchen presenting an animal show at 9:30am and special *Kinder Music* dance will be held; Guido's will be catering

Community Outreach Coordinator: Christopher Clevenger-Morris—stated that a group of our self-advocates met with the design team from Ideabase, the Kent State group leading the Portage DD rebranding effort—As it stands, the Logo re-design is on schedule to be completed by July 1, 2019, with the website branding updates scheduled to be completed by August 31; Students from Ravenna High School joined us at Happy Day School last week as part of their Community Day Of Service; Seven Students spent the day with our maintenance staff mulching the flowerbeds around the building; Congratulations to Michelle Dolensky and John Vennetti for their completion and graduation of Leadership Portage County; From what I hear, the class of 2019 was “the best class ever”; Two of our Nurses attended the Family Conference on Addiction earlier this month—The event, sponsored by the Portage County Mental Health and Recovery Board, featured a training on overdose education and how to administer Naloxone treatment as part of Project DAWN.

Community and Provider Relations: Michelle Dolensky, Director of Community and Provider Relations informed the Board regarding several areas—*Nursing Support* (Karen): Teaching FA/CPR and Medication Certification classes, received bands to monitor rate and depth of compressions; assisting providers with plans of corrections from RN QA reviews; Support for MUI Dept.; ODD Curriculum Committee for Medication Certification; DDNA Board, planning for national conference in June

Advocacy (Colleen): morning April Advocacy meeting 19 people attended, May evening, 7 persons; May 16 program *Speak Up Stay Safe* at Maplewood, 67 people are registered to attend;

Community Resources: Special Olympics—Powerlifting: 4 Athletes competed in Bob Baker Meet; Volleyball: 8 athletes participating, took 1st Place at the Oberlin State Qualifier Tournament; Track & Field: 13 athletes participating; practicing 2 days a week; Bocce: 17 athletes participating; practicing 2 days a week; Bowling: 10 athletes participating; practicing every other week; Soccer: 6 athletes participating. Practicing twice a week; 7 athletes and 3 staff participated in *Bowling Against Abuse* event; Spring Games were held Saturday May 4th @ Kent Roosevelt; Information about upcoming games, events and sports is in the Board packet

Community/Provider Relations: Attending *Coffee, Tea and Autism Support Group*; Provider Collaborative meeting held with 7 People from 6 different agencies; Participated in *Building Collaborative Partnerships* to address Community Needs Workshop with two providers to work on Transportation needs; Information Booth on PCBDD Services at *Skeels-Matthews Health Fair*; Information Booth on *DSP Career Opportunities* at *Ohio Means Jobs Career Fair* for High School Students; Presented on Careers working with persons with DD at a Middle School; Attended *Recognize and Respond: Police Interactions with Individuals with ASD Training*; Quarterly meeting for *Provider Partnership Project*

Service and Support Administration: John Vennetti, Director of Service and Support Administration, related a meeting was held this morning to pick new topics for the *Transition Booster* series in the fall of 2019. Six (6) topics: September—*IEP goals and mock IEP*; October—*Backwards Planning*; November—*One Page Profile*; February—*Assistive Technology*; March—*Employment Panel from DODD, OOD and Disability Rights Ohio*; April—the *Stable Account*; Kyle Corbin from DODD held and *Assistive Technology Training* for the SSAs on April 23; We had another *Remote Support* demo tour yesterday and today; *Rainbow Residential* is now trying to become a local remote support vendor. There appears to be another 4-8 people possibly signing up to get remote supports in their plan. Chris should be finishing up our own remote support video this week. *Disability Cocoon* is going to do a three-hour training for the SSAs on remote supports on June 7; At the SSA staff meeting there was a presentation regarding the *Stable Account* and *Koinonia* and *Community Health Network* (Providers) also presented about providing services in Portage County. On April 29, *Accessible Home Services* also stopped by to talk about providing services in Portage. Looked at a possible day program site today; Mapping our records happened on May 9 and 10—Gary, George, and Emily did a facilitation to set up a way to fix our records process to make it more efficient; Emily is reaching out to Heather Leffler from DODD and I am reaching to John Garity from the Mental Health & Recovery Board to try and start a *Trauma Informed Care Collaborative* in Portage County. We now have two Trainers here at the Board in Colleen Brown and Barb Cooper and we want to meet monthly with our team and the

mental health board teams to collaborate and work together to improve things for our individuals.

Reviewed April 2019 Personnel Report:

Recap of Personnel Actions for April 2019

As of April 2019, there were 97 employees including five (5) intermittent positions and two (2) vacancies.

Positions Added/Abolished:**Job Postings/Vacancies**

Substitute Instructor (Children's Services), posted February 20, 2019 until filled, status, Open
Speech-Language Pathologist (Part-time), 240 days, 4 hrs/day (Children's Services), posted
April 1-19, 2019, Vacant

Supplemental Positions:

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

Tammy Shultz Vehicle Operator, 184 days, 4 hrs/day (Transportation), effective April 5, 2019

Retirements:

Reviewed April 2019 Enrollment Report with enrollment of 981 beneficiaries for the month of April with an increase of thirty-five (35) and a decrease of thirty-three (33) beneficiaries from March 2019.

The Superintendent reported on the following: (report was summarized for the Board meeting; entire report included herein)

- On April 23, the Centers for Medicare and Medicaid Services (CMS) approved the renewal of the Individual Options Waiver. The approved five-year renewal period is from July 1, 2019, through June 30, 2024.
- On September 1, 2018, the Transition Waiting List (TWL) contained the names of 48,110 people. To date, the combined efforts of county boards have cleared 13,344 names from the TWL, including the completion of 6,839 waiting list assessments. In about seven months, county boards have completed almost 28 percent of the task.
- The Ohio Department of Developmental Disabilities (DODD) would like to provide clarification to providers certified to provide the Vocational Habilitation service. The Vocational Habilitation memo issued on August 6, 2018, contained the following statement:
"All vocational habilitation providers should review current practices and determine if

services are delivered in accordance with the federal regulations described above. If a provider identifies an area of non-compliance with compensation standards, the provider must develop a plan by August 1, 2019, indicating how they will resolve the issue. The plan should include a realistic timeline for achieving compliance."

- DODD has convened the *Payment in Adult Day and Employment Services Work Group*, which is composed of a diverse group of stakeholders. The work group's mission is to help support service providers in their efforts to align with state and federal regulations as they continue to transform their services, their organizations, and the lives of the people with developmental disabilities they support.
 - As a result of conversations with the work group, DODD is modifying its previous guidance—an agency specific plan to ensure compliance with the compensation requirements is not required by August 1, 2019. In lieu of the agency specific plans, the *Payment in Adult Day and Employment Services Work Group* has developed a framework for aligning the Vocational Habilitation service delivery with federal and state requirements, which include compliance with compensation standards. DODD will begin implementation of the work group's framework over the next year.
 - DODD remains committed to the principles contained in the August 6, 2018, department-issued guidance. Through the work group, the department has agreed to make one minor edit to the previously issued guidance. On page two of the guidance, it was indicated that payment must be made at 50 percent of the federal minimum wage. DODD now believes that it would be appropriate for payment to be made at 50 percent of Ohio minimum wage. The guidance has been updated to reflect that change.
 - Providers of the Vocational Habilitation service are asked to monitor the work of the *Payment in Adult Day and Employment Services Work Group* and ensure compliance with effective service rules and with all revisions to the Vocational Habilitation service as they become effective. posted on Friday, May 03, 2019 at 3:32 PM
- The Office of System Support and Standards (OSSAS), formerly known as the Office of Provider Standards and Review, needs input from service and support administrators across the state. Help DODD learn ways to better support your work by completing a short survey. Responses will help direct the department in supporting service coordination efforts in the coming years.
- The Department is rescinding rule 5123:1-1-03 (Distribution of Community Assistance Funds for the Acquisition of Housing) and adopting new replacement rule 5123-1-03 (Community Capital Assistance Funds - Acquisition of Housing). The rule sets forth a process for the Department to make available community capital assistance funds to assist county boards of developmental disabilities acquire housing for individuals receiving supported living, including supported living funded by a Home and Community-Based Services waiver administered by the Department. New rule 5123-1-03 reflects technical and corrective revisions identified through the required five-year review including:
- Replacing "community assistance funds" with "community capital assistance funds" to align with newer rules,
 - Removing references to specific appraisal forms, and
 - Correcting citations to the Revised Code.
- The Department is rescinding rule 5123:2-1-12 (Resolution of Complaints Involving County Boards of Developmental Disabilities and Appeals of Adverse Action Proposed or Initiated

by County Boards of Developmental Disabilities) and adopting new replacement rule 5123-4-04 of the same title. The rule sets forth the process for resolution of complaints involving the programs, services, policies, or administrative practices of a county board of developmental disabilities or an entity under contract with a county board of developmental disabilities; the process for individuals to appeal adverse actions proposed or initiated by a county board of developmental disabilities; and the requirement for a county board of developmental disabilities to give notice of the process to be followed for resolution of complaints and appeals of adverse action. New rule 5123-4-04 reflects technical and corrective revisions identified through the required five-year review including:

- Correcting citations to the Administrative Code, and
 - Correcting a telephone number for the Department.
 - Additionally, based on feedback from stakeholders, the time line for the Department to respond to an appeal has been reduced by 20 days.
- The Department is rescinding rule 5123:2-5-03 (Superintendent Certification Standards) and adopting new replacement rule 5123-5-03 (Certification Standards for Superintendents of County Boards of Developmental Disabilities). The rule establishes minimum qualifications through certification standards for Superintendents of county boards of developmental disabilities. New rule 5123-5-03 reflects technical and corrective revisions identified through the required five-year review including:
- Making clear that a person seeking certification must submit an application to the Department,
 - Eliminating language regarding certifications that no longer exist, and
 - Correcting citations to the Administrative Code.
- The Department is rescinding rule 5123:2-5-07 (Investigative Agent Certification Standards) and adopting new replacement rule 5123-5-07 of the same title. The rule establishes minimum qualifications through certification standards that apply to staff working in Investigative Agent positions at county boards of developmental disabilities and persons or employees of government entities under contract with a county board of developmental disabilities to provide investigative agent services. New rule 5123-5-07 reflects technical and corrective revisions identified through the required five-year review including:
- Making clear that a person seeking certification must submit an application to the Department,
 - Eliminating language regarding certifications that no longer exist, and
 - Correcting citations to the Administrative Code.
 - Additionally, based on feedback from stakeholders, *Trauma Informed Care* has been added as an option for required continuing professional education and standards of conduct have been incorporated as new paragraph (G).
- The Department is amending rule 5123-9-27 (Home and Community-Based Services Waivers - Emergency Assistance Under the Level One Waiver). The rule sets forth coverage and eligibility for Emergency Assistance provided to individuals enrolled in the Level One Waiver. Amendments to the rule are necessary to align the rule with the federally-approved Level One Waiver and the Ohio Department of Medicaid rule governing the Level One Waiver (i.e., 5160-42-01) and include:
- Adding references and service codes for newer Level One Waiver services (i.e., Assistive Technology, Participant-Directed Homemaker/Personal Care, and Remote Support),

- Eliminating references and service codes for services that no longer exist (i.e., Personal Emergency Response Systems, Remote Monitoring, and Remote Monitoring Equipment), and
- Correcting citations to the Administrative Code.

The President announced Next Regular Board Meeting:

Wednesday, June 19, 2019 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

Note: Board In-service: prior to Wednesday, June 19, 2019 Regular Board Meeting:

Time: 3:45-4:45pm

Topic: *HIPAA Training*, Gary Slapnicker, HIPAA & IT Manager

The President asked if any other business needed to come before the Board. There being none, she called for a motion for adjournment at 6:02pm

Motion by C. Fruscella

Second by T. Moran

Motion carried by voice vote.

INFORMATION

- Monday, May 13, 2019** Parent Council Meeting, Happy Day School, 6:30pm
- Tuesday, May 14, 2019** Parent Council May Dinner, 6:00pm, Happy Day School
- Wednesday, May 15, 2019** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm
- Thursday, May 23, 2019** Annual School Picnic
- Monday, May 27, 2019** Memorial Day, Agency Closed
- ➔ **Sunday, June 2, 2019** Parent Council, 4th Annual *Build a Gym, Build a Life*, 5K Race (8:00am)-1 Mile Fun Run, Walk or Roll (9:00am)-Kids Dash, (9:45am), NEOMED
- Tuesday, June 4, 2019** Last Day of School for Students
- Wednesday, June 5, 2019** Last Day for 184-Day Staff
- Monday, June 10, 2019** Parent Council Meeting, 6:30pm, Happy Day School
- Wednesday, June 19, 2019** Genetics Outreach Clinic, Happy Day School, 9:00am-3:00pm

L.E.A.P Self-Advocacy Group

Day Meetings: June 10, August 12, October 14, December 9, Reed Memorial Library, Ravenna, 9:30am-11:30am

Evening Meetings: May 13, July 8, September 9, November 11, Reed Memorial Library, Ravenna, 5:00-6:30pm

Special Olympics

Volleyball

May 18, 2019 vs. Mahoning, Brown Middle School, 10:00am

May 25, 2019 at Mahoning, 10:00am

May 30, 2019 at Medina, 6:30pm

Soccer

May 18, 2019 24th Annual Kentucky/Ohio Soccer Tournament—Cincinnati
Track & Field and Bocce
May 25, 2019 North Canton Jaycees/Stark County DD Invitational/Opening
Ceremonies 9:00am
Track & Field, Bocce, Volleyball and Powerlifting
June 1, 2019 Medina County Invitational/Opening Ceremonies 9:45am
State Summer Games
June 28–June 30, 2019 The Ohio State University
Track & Field, Bocce, Volleyball, Soccer, Bowling, Powerlifting
Opening Ceremonies June 28, 7:00pm
Closing Ceremonies June 30, 12:30pm
Special Olympics Ohio Plane Pull (Fundraiser) July 13, 2019, 9:00am–2:00pm, I-X Center

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



Kelly Butler, Secretary