

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

**November 20, 2019**  
**Regular Meeting**  
**Dennis M. Coble Administration Building**

## MINUTES

**A Board In-service was held** prior to Wednesday, November 20, 2019 Regular Board Meeting at 3:45-4:45pm; the Topics: were '*Office 365 E-Mail Access January 2020*' presented by Gary Slapnicker, HIPAA and IT Manager and '*Transitioning 101*' presented by Laura Fetcher, School-age Transition Coordinator

Michelle Sahr; President, called the regular meeting to order at 5:06pm.

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

G. Brown, Supt. absent, T. Beatty, T. Byich, C Clevenger-Morris, D, Cotton, M. Dolensky, L. Fechter, A. Hall, K. Hill, L. Leslie, B. Puleo, G. Slapnicker, G. Smith, K. Smith, J. Vennetti

Guests present: Sandy Allen, Portage Industries, Inc., Ashleigh Lawrence, Unified Resources, Jon Floyd, Jason Servey, Katrina Shamblen, Sherry Komlo, Tim Hollo, Garland Roofing, Ron Habowski, Labor Consultant  
Staff: D. Lemasters, J. Fetterolf, D. Gordon, J. Miller, N. Nadasky, B. Orth

Public Comment: no requests

Jason Servey and Jonathan Floyd shared their experience at the Synergy Conference and thanked the Board for the opportunity to attend.

Adopted a motion to approve minutes from Regular Meeting held October 16, 2019; Emergency Meeting held October 22, 2019; Special Meeting held October 29, 2019

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

Motioned to approve the agenda for November 20, 2019 Regular Meeting as amended to add

Signature authorization.

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

Motioned to add to the amended agenda for approval of Resolution 19-11-07 after an update discussion of the roof project at Happy Day School.

Motion by T. Moran  
Second by W. Tarver  
Motion carried by voice vote

Motion for the Ratification of the October 2019 Invoice Payments.

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

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

Motion by W. Tarver  
Second by T. Moran  
Motion carried by voice vote

Board committee report: No committee meetings held. A request for a Transportation/Facility Committee meeting to be held pending Board Room availability. Executive Assistant will inform committee members of dates/times available.

Tim Hollo, Garland Roofing, gave the Board an update of the Happy Day School roof project, noting the recent rain and snowfall has changed the scope of the project with additional damage to one area of the roof originally to be repaired and now needs to be replaced. This was discovered when vendors who desired to bid on the project. This situation increased the cost of the project. With this additional work the guarantee will be for 30 years on the entire project.

Motioned to approve Resolution 19-11-01 for Specification to the Auditor of Portage County that the Portage County Board of Developmental Disabilities Asserts that it has Sufficient Funds to Meet its Commitment for the Nonfederal Share of Medicaid Targeted Case Management (TCM) and Home And Community-Based Services Waiver Expenditures a Required by Ohio Revised Code Sections 5126.059 and 5126.0510 in Calendar Year 2020 in the amount of seven million, four hundred fifty-six thousand dollars (\$7,456,000) for calendar year 2020

**RESOLUTION 19-11-01**

**SPECIFICATION TO THE AUDITOR OF PORTAGE COUNTY THAT THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES ASSERTS THAT IT HAS SUFFICIENT FUNDS TO MEET ITS COMMITMENT FOR THE NONFEDERAL SHARE OF MEDICAID TARGETED CASE MANAGEMENT (TCM) AND HOME AND COMMUNITY-BASED SERVICES WAIVER EXPENDITURES AS REQUIRED BY OHIO REVISED CODE SECTIONS 5126.059 AND 5126.0510 IN CALENDAR YEAR 2020**

WHEREAS, per Ohio Revised Code (hereinafter ORC) § 5126.0510, the Portage County Board of Developmental Disabilities (hereinafter Board) is required to pay the nonfederal share of Medicaid expenditures for home and community-based services provided to individuals with developmental disabilities whom the Board determines are eligible for Board services under §5126.041 of the ORC; and

WHEREAS, each year, per ORC §5126.0511, the Board is required to adopt a resolution specifying the amount of state and local funds the Board will use in the next year to pay the nonfederal share of the Medicaid expenditures required by § 5126.059 and §5126.0510 of the ORC the Board is required to pay; and

WHEREAS, the amount specified shall be adequate to assure that the services for which the Medicaid expenditures are made will be available in the county in a manner that conforms to all applicable state and federal laws; and

WHEREAS, it is fully understood that payment of the nonfederal share represents an ongoing financial commitment of the Board; and

WHEREAS, the Director of Business Management and Medicaid Services Manager have estimated that a total of seven million, four hundred fifty-six thousand dollars (\$7,456,000) for calendar year 2020 will need to be allocated to pay for the nonfederal share of Medicaid services as required by ORC §5126.059 and §5126.0510; now therefore be it

RESOLVED, that the Board adopts this resolution specifying that the amount of funds it herein authorizes the Superintendent to use in the next year to pay the nonfederal share of the Medicaid expenditures required by §5126.059 and §5126.0510 of the ORC is estimated at a total of for calendar year 2020; and be it further

RESOLVED, that the Superintendent or his/her designee is hereby directed to forthwith communicate this resolution to the Auditor of Portage County; 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: Diane Cotton, Director of Business Management and Gary Smith, Medicaid

Services Manager.

The resolution was moved by **Kelly Butler** 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,	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 **November 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

Motioned to approved Resolution 19-11-02 to Request the Establishment a Reserve Fund and Transfer Funds from the General Operating Fund 1340 to a Reserve Fund and the Board authorizes the 2019 transfer of six million, eight hundred fifty thousand dollars and no cents (\$6,850,000.00) from fund 1340 to the newly established reserve fund

**RESOLUTION 19-11-02**

**REQUEST TO ESTABLISH A RESERVE FUND AND TRANSFER FUNDS FROM THE GENERAL OPERATING FUND 1340 TO A RESERVE FUND**

WHEREAS, The Portage County Board of Developmental Disabilities (hereinafter “Board”) requests that the Portage County Board of Commissioners (hereinafter “Commissioners”) establish a reserve fund per Ohio Revised Code 5705.222(C); and

WHEREAS, The Board is making this request to set aside funds that are not needed to pay for current operating expenses and not deposited in the capital improvements fund, but that will be needed to pay for operating expenses in the future; therefore, be it

RESOLVED, that upon the authorization of a reserve fund by the Commissioners, the Board authorizes the 2019 transfer of six million, eight hundred fifty thousand dollars and no cents (\$6,850,000.00) from fund 1340 to the newly established reserve fund; and be it further

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

Submitted by: Diane Cotton, Director of Business Management.

The resolution was moved by **Timothy Moran** and seconded by **William Tarver**

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

The aforesaid resolution having been put to a roll call vote, the 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 **November 20, 2019**, 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 approved Resolution 19-11-03 for a Request to Revise Capital Projects Fund and Transfer Funds from the General Operating Fund 1340 to a Capital Projects Fund 4101; the Board authorizes the 2019 transfer of nine hundred seventeen thousand, five hundred dollars and no cents (\$917,500.00) from the general operating fund 1340 to the capital projects fund 4101 for projects estimated to commence or continue in phase 2 of the capital projects

**RESOLUTION 19-11-03**

**REQUEST REVISE CAPITAL PROJECTS FUND AND TRANSFER FUNDS FROM THE GENERAL OPERATING FUND 1340 TO A CAPITAL PROJECTS FUND 4101**

WHEREAS, in 2018, per resolution 18-10-03, the Portage County Board of Developmental Disabilities (hereinafter “Board”) requested that the Portage County Board of Commissioners (hereinafter “Commissioners”) establish a capital projects fund per Ohio Revised Code 5705.13(C); and

WHEREAS, the Board is requesting to revise the three phases of capital projects (which include associated architectural services) to the services listed below with Phase 1 for 2018-2019 project start dates; Phase 2 for 2020 project start dates and Phase 3 for 2021 project start dates, therefore, be it

<i><b>ESTIMATED PROJECT PHASE</b></i>	<i><b>PROJECT DESCRIPTION</b></i>	<i><b>ESTIMATED COST</b></i>
1	Technology Upgrades Program-Wide; including Servers, Firewalls with Software Licensing, Computers	\$50,000
2	Happy Day School Roof Replacement/Repairs	\$900,000
2	Telephone System Replacement Program-Wide	\$50,000
1-2	Building Renovations/Upgrades to Maximize Use of Space Available for Current Needs	\$277,500
3	Computer Replacements	\$20,000

RESOLVED, that upon the authorization of the revision to the capital projects fund by the Commissioners, the Board authorizes the 2019 transfer of nine hundred seventeen thousand, five hundred dollars and no cents (\$917,500.00) from the general operating fund 1340 to the capital projects fund 4101 for projects estimated to commence or continue in phase 2 of the capital projects; 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: Thomas Byich, Facility/Transportation Manager 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 **November 20, 2019**, 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 19-11-04 to Request to Modify the Fiscal Year 2019 Appropriation Budget as Approved by the Portage County Board of Developmental Disabilities per Resolution 19-01-04 by an increase in the amount of seven million, nine hundred seventy-three thousand, five hundred sixty-five dollars (\$7,973,565), for a total Fiscal Year 2019 Appropriation Budget amount of twenty-seven million, two hundred ten thousand, one hundred eighty-five dollars (\$27,210,185)

**RESOLUTION 19-11-04**

**REQUEST TO MODIFY THE FISCAL YEAR 2019 APPROPRIATION BUDGET AS APPROVED BY THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES PER RESOLUTION 19-01-04**

WHEREAS, in accordance with Ohio Revised Code (hereinafter ORC) §5126.05(A)(5), the Portage County Board of Developmental Disabilities hereinafter Board) shall adopt a budget, authorize expenditures for the purposes specified in chapter 5126, and do so in accordance with §319.16 of the ORC; and

WHEREAS, the Superintendent and the Director of Business Management herein request that the Board authorize the modification of the fiscal year 2019 appropriation budget due to revised expenditure projections; now, therefore, be it

RESOLVED, that the Board does hereby approve and authorize a modification to the Fiscal Year 2019 Appropriation Budget by an increase in the amount of seven million, nine hundred seventy-three thousand, five hundred sixty-five dollars (\$7,973,565), with the modified amounts shown in the table below for a total Fiscal Year 2019 Appropriation Budget amount of twenty-seven million, two hundred ten thousand,

one hundred eighty-five dollars (\$27,210,185); and be it further

Account Number	Description	Budget	Modification	Modified Amount
Fund 1340	<i>DD Operating Fund</i>	\$18,804,035	\$7,315,000	\$26,119,035
Fund 1343	<i>IDEA Part B Grant</i>	\$49,385	(\$1,635)	\$47,750
Fund 4101	<i>Capital Fund</i>	\$348,200	\$660,200	\$1,008,400
Fund 8104	<i>Gift/Donation Fund</i>	\$35,000	\$0	\$35,000
	<b>TOTAL ALL FUNDS</b>	<b>\$19,236,620</b>	<b>\$7,973,565</b>	<b>\$27,210,185</b>

RESOLVED, that the Board herein requests that the Portage County Budget Commission so modify the county funds as detailed in this table; and be it further

RESOLVED, that in accordance with ORC § 319.16 and 5126.0220, the Board hereby authorizes the Superintendent to direct the Portage County Auditor to encumber funds and pay Board obligations in accordance with the Board’s approved Appropriation Budget as detailed in this resolution; and be it further

RESOLVED, that the Board hereby gives the Superintendent the authority to modify appropriation line items within any of the modified fund accounts listed in the Table above during fiscal year 2019 as revenues and needs change.

Submitted by: Diane Cotton, Director of Business Management

The resolution was moved by **William Tarver** and seconded by **Kelly Butler**

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 **November 20, 2019**, and an accurate copy of said resolution may be located in the official minutes of the Board.



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Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 19-11-05 for Approval of Limited Employment Management Contract with Linda Alicia Hall for The Period November 6, 2019 through November 5, 2020

**RESOLUTION 19-11-05**

**APPROVAL OF LIMITED EMPLOYMENT MANAGEMENT CONTRACT WITH  
LINDA ALICIA HALL FOR THE PERIOD NOVEMBER 6, 2019 THROUGH  
NOVEMBER 5, 2020**

WHEREAS, Ohio Revised Code section 5126.21 requires that the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) employ management employees under a limited employment management contract for a period of not less than one (1) year and not more than five (5) years; and

WHEREAS Ohio Revised Code section 5126.22 classifies the Director of Education and Child Development position as a management employee; and

WHEREAS Board Policy 2.01 *Powers, Duties, and Responsibilities of the Superintendent* requires that any limited employment management contract for a period of one (1) year be approved by the Superintendent; and

WHEREAS, Superintendent Gina Brown is presently on administrative leave; and

WHEREAS, the Director of Human Resources herein recommends a limited employment management contract with Linda Alicia Hall as Director of Education and Child Development for the period November 6, 2019 through November 5, 2020; now therefore be it

RESOLVED, that, in the absence of the superintendent, the Board hereby approves a limited employment management contract with Linda Alicia Hall for the position of Director of Education and Child Development for the period November 6, 2019 through November 5, 2020; and be it further

RESOLVED, that the Board hereby authorizes the Director of Human Resources or his/her designee to take any and all action to carry out this resolution.

Submitted by: Lynn Leslie, Director of Human Resources

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

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

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

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan	aye	Cheri Michael,	aye
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 **November 20, 2019**, and an accurate copy of said resolution may be located in the official minutes of the Board.



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Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 19-11-06 for Approval of Limited Employment Management Contract with Jasmine Golden for the Period November 25, 2019 through November 24, 2020

**RESOLUTION 19-11-06**

**APPROVAL OF LIMITED EMPLOYMENT MANAGEMENT CONTRACT WITH JASMINE GOLDEN FOR THE PERIOD NOVEMBER 25, 2019 THROUGH NOVEMBER 24, 2020**

WHEREAS, Ohio Revised Code section 5126.21 requires that the Portage County Board of Developmental Disabilities (hereinafter referred to as the Board) employ management employees under a limited employment management contract for a period of not less than one (1) year and not more than five (5) years; and

WHEREAS Ohio Revised Code section 5126.22 classifies the Business Management Supervisor position as a management employee; and

WHEREAS Board Policy 2.01 *Powers, Duties, and Responsibilities of the Superintendent* requires that any limited employment management contract for a period of one (1)

year be approved by the Superintendent; and

WHEREAS, Superintendent Gina Brown is presently on administrative leave; and

WHEREAS, the Director of Business Management and the Director of Human Resources herein recommend a limited employment management contract with Jasmine Golden as Business Management Supervisor for the period November 25, 2019 through November 24, 2020; now therefore be it

RESOLVED, that, in the absence of the superintendent, the Board hereby approves a limited employment management contract with Jasmine Golden for the position of Business Management Supervisor for the period November 25, 2019 through November 24, 2020; and be it further

RESOLVED, that the Board hereby authorizes the Director of Human Resources or his/her designee to take any and all action to carry out this resolution.

Submitted by: Diane Cotton, Director of Business Management and Lynn Leslie, Director of Human Resources;

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 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 **November 20, 2019**, and an accurate copy of said resolution may be located in the official minutes of the Board.



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Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 19-11-07 Recommend the Agreement with The Garland Company, Inc. through a Contract Award with Omnia Partners, Public Sector (DBA U.S. Communities) Cooperative Purchasing Alliance in an Amount not to Exceed Eight Hundred Seventy-Eight Thousand, Four Hundred Twenty-Two Dollars and No Cents (\$878,422.00)

**RESOLUTION 19-11-07**

**RECOMMEND THE AGREEMENT WITH THE GARLAND COMPANY, INC. THROUGH A CONTRACT AWARD WITH OMNIA PARTNERS, PUBLIC SECTOR (DBA U.S. COMMUNITIES) COOPERATIVE PURCHASING ALLIANCE IN AN AMOUNT NOT TO EXCEED EIGHT HUNDRED SEVENTY-EIGHT THOUSAND, FOUR HUNDRED TWENTY-TWO DOLLARS AND NO CENTS (\$878,422.00)**

WHEREAS, the Portage County Board of Developmental Disabilities' (Board) Facility/Transportation Manager has determined that roof at the Happy Day School (HDS), located at 2500 Brady Lake Road, Ravenna, Ohio 44266 is in need of partial replacement and repairs; and

WHEREAS, under Ohio Revised Code 9.28, the Board has approved participation in a joint purchasing program operated by or through a national association of political subdivisions, OMNIA Partners, Public Sector (OMNIA), for the purchase of roofing supplies and services, thereby exempting this purchase from competitive bidding requirements; now therefore be it

RESOLVED, that upon the recommendation of the Facility/Transportation Manager, the Board hereby recommends that the Portage County Commissioners enter into an agreement with The Garland Company, Inc., a company awarded a contract through OMNIA for roofing supplies and services, waterproofing and related products and services, at a cost not to exceed eight hundred seventy-eight thousand, four hundred twenty-two dollars and no cents (\$878,422.00) for the following services for the roof at HDS per the bids received by The Garland Company, Inc. on behalf of the Board:

- Tear off and replacement of section C per bid,
- 24-Gauge fastened metal roof panel mansard layover, and
- Layover entire roof surface, excluding section C and mansard, with 2-ply modified membrane; 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: Thomas Byich, Facility/Transportation Manager 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 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 **November 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 employment of Ryan Casazza Adapted Physical Education Instructor, Part-time with an average of fourteen (14) hours per week, effective on or about December 2, 2019

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

Motioned to Rescind Policy 5.00(C)A *Food Safety*—no longer providing Food Services

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

The Board was sent electronically for First Reading of the following Policies for amendment or to be rescinded:

- 7.01 *Financial Planning and Management*—reflect new rule
- 7.03 *Competitive Bidding Requirements and Exceptions*—simplify policy
- 7.04 *Accounts Payable*—clarify language
- 7.07 Rescind—*Fixed Assets* to be incorporated into Policy 7.12

7.12 *Property Inventory*—incorporate Policy 7.07

Motion to Select a new alternate to the OACBDD Annual Convention, Wednesday, December 4-Friday, December 6, 2019 for Delegate Assembly December 4, 2019

Alternate: Bill Whitacre

Motion by T. Moran

Second by W. Tarver

Motion carried by voice vote

Motion to authorize Michelle Dolensky, Director of Community and Provider Resources, holder of a current DODD Superintendent Certificate, to sign documents requiring Superintendent signature.

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

The following Management Reports were reported:

*Children's Services*

- The program will be celebrating the *Twelve Days of Christmas*; with the first event of visiting the John S. Knight Center for the Akron Children's Hospital *Festival of Trees* with over 100 decorated trees to enjoy on November 25; other events included a drawing for a Gift Exchange, St. Patricks' Band will perform; wrapping presents; writing pen pals; studying Hanukah, and Kwanza; Early Intervention .referral are up; held the third Collaborative Meeting with Help Me grow and new rule effective July 1, 2019—everything is in place

*Community Outreach Coordinator: Christopher Clevenger-Morris*—reported

- Thank you to everyone who joined us in October for our second annual Trunk or Treat at Happy Day School.
  - We had over 500 attendees participate in the event, and collected over 5,000 personal hygiene items, which have been dispersed to Miller Community House, Freedom House, Place of Peace, Safer Futures and Housing and Emergency Support Services.
- We're in the process of pulling together an amazing events calendar for next year, including an emphasis on expanding DD Awareness events in the month of March.
- A quick shout out to Happy Day School. One of our classrooms is currently collecting postcards from around the United States as part of #ProjectPostcard.
  - To date, our shared post online has reached nearly 14,000 individuals across the U.S.
  - If you have friends or family members across the U.S. who would be willing to send out a postcard, please share this campaign with them.

*Community and Provider Relations:* Michelle Dolensky, Director, informed the Board regarding:

- Provider Relations:
  - Region 6 Provider Support quarterly meetings, first one held in October
  - Trauma Informed Care and Frontline Supervisor Trainings scheduled for December. Have received good response in number of persons registering
- Advocacy (Colleen):
  - 3 advocates volunteered for Raven Packs
  - Day Advocacy Meeting 18 in attendance
  - Preston Is participating in Project Stir
- Community Resources/Special Olympics:
  - Basketball—competition team practice on Mondays, Skills focused on Thursdays
  - Cheer practice—Wednesday
  - Powerlifting—practice on Thursday
  - KSU Unified League—16 Athletes teaming up with KSU students in a 6-week league
  - Hosted a Trunk for Trunk or Treat
- Community Relations:
  - Community Employment Recognition Breakfast held on October 23, 7:30am at HDS
  - Attended Rootstown Chamber of Commerce Community & Business Expo

*Service and Support Administration:* John Vennetti, Director of Service and Support Administration, updated the Board on:

- The Nov 12— *about tools to envision a good life for your loved one* was cancelled due to the presenter not wanting to travel in bad weather. Next one will be 1 February. Still finalizing a presenter.
- *Trauma Informed Care* collaborative met last Wednesday. Next meeting will be in December.
- The SSAs continue to do a good job with the Waiting List. We only have 107 people left to be completed or removed from the list.
- *Accessible Home Services Inc.* is leasing a building in downtown Ravenna and should be opening up possibly next month.
- An SSA wanted to thank Lenna Berry from PI Inc. and Janele Hughes from The Blick Center for going above and beyond for an individual in crisis that was forced out of her home. The SSA Deb Gordon also went above and beyond to find an emergency place for the individual as well.
- The SSAs are going to ring the Salvation Army Bell at Giant Eagle in Ravenna in December.

- Last one of the individuals has shown he has a lot of power. As a celebration for his Birthday, they sent helium balloons into the air. It hit the power lines and caused an outage for the neighborhood for about a half an hour.

**Recap of Personnel Actions for October 2019**

Lynn Leslie, Director of Humans Resources, noted the retirement of Charlene Hurley, Administrative Assistant/Human Resources after forty-one years of service

As of October 2019, there were 89 employees including six (6) intermittent positions and one (1) vacancy.

**Positions Added/Abolished:**

*Added:*

Abolished: Administrative Assistant-HR, 242 days, 8 hrs/day, (Administration)

**Job Postings/Vacancies:**

Substitute Instructor (Children's Services), posted February 20, 2019 until filled, status, Open

Physical Development Specialist (APE), 240 days, 14 hrs/week (Children's Services), vacant August 26, 2019, posted July 8-22, 2019, filled, effective on or about December 2, 2019

**Supplemental Positions:**

Athletics Coach (April - June), vacant September 1, 2019, posted July 12-26, 2019, Vacant  
Assistant Athletics Coach (April - June), vacant September 1, 2019, posted July 12-26, 2019, Vacant

Basketball Coach [3] (October - February), vacant September 1, 2019, posted July 12-26, 2019, filled

Assistant Swimming Coach (October - February), vacant September 1, 2019, posted July 12-26, 2019, filled

Softball Coach [2] (July - September), vacant September 1, 2019, posted July 12-26, 2019, Vacant

**New Hires:**

**Promotions/Transfers:**

**Reclassifications:**

**Additional Assignments:**

**Supplemental Agreements:**

James Gaurrich Basketball Coach (October - February). effective October 8, 2019

Marea Ludwig Assistant Swimming Coach (October - February), ). effective October 23, 2019



**Separations:**

**Retirements:**

Charlene Hurley Administrative Assistant-HR, 242 days, 8 hrs/day, (Administration), effective October 31, 2019

Reviewed October 2019 Enrollment Report with enrollment of 984 beneficiaries for the month of October with an increase of thirty-two (32) and a decrease of twenty-two (22) beneficiaries from September 2019.

No Superintendent report.

The President announced Next Regular Board Meeting:

Wednesday, December 18, 2019 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 action to be taken following Executive Session.

Motion by C. Michael

Second by T. Moran

For the following identified reason:

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

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

NOT VOTING	PRESENT		BOARD MEMBERS
	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 7:08 pm.

Motion by C. Michael

Second by T. Moran

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

Motion to return to open session 7:09 p.m.

Motion by K. Butler

Second by T. Moran

Motion carried.

No action taken from Executive Session.

The President asked if any other business needed to come before the Board. There being none, she called for a motion for adjournment at 7:10pm

Motion by C. Fruscella

Second by T. Moran

Motion carried by voice vote.

### INFORMATION

**Wednesday, November 20, 27, 2019** Board Eligible Family Swim, 5:30-7:30pm, Happy Day School

**Wednesday, November 20, 2019** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School

**Sunday, November 24, 2019** Moose Thanksgiving Dinner, 1:00-2:00pm, Ravenna VFW

**Thursday/Friday, November 28-29, 2019** Thanksgiving Break, Agency Closed

**Wednesday, December 4, 11, 2019** Board Eligible Family Swim, 6-7:30pm, Happy Day School

**Monday, December 9, 2019** Parent Council Meeting, 6:30pm, Reed Memorial Library, Ravenna

**December 2019** Twelve Days of Christmas, Happy Day School

**Friday, December 13, 2019** St. Patrick’s Band to perform, 12:45pm, Happy Day School

**Saturday, December 14, 2019** Ravenna Elks Annual Adult Christmas Party, 12:00-2:00pm, Ravenna Elks

**L.E.A.P Self-Advocacy Group**

**Day Meetings:** December 9, Reed Memorial Library, Ravenna, 9:30am-11:30am

**Special Olympics**

Fundraiser: Acme Community Cash Back—*When you buy store brands at your local Acme Fresh Market between August 8 and December 28 the Special Olympics Program can earn 7% cash back. Drop your receipts in Collection boxes at the Administration Building, Happy Day School and Community and Provider Relations department by Friday, February 7, 2020.*

Respectfully Submitted,



\_\_\_\_\_  
Beverly Puleo, Assistant to the Superintendent



\_\_\_\_\_  
Michelle Sahr, President



\_\_\_\_\_  
Kelly Butler, Secretary