

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

September 18, 2019
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

Michelle Sahr; President, called the regular meeting to order at 5:01pm.

Board Members present by Roll Call:

Kelly Butler, John Gargan, Cheri Michael, Timothy Moran, Michelle Sahr, William Tarver

A quorum is present.

Administrative Staff Present (absences noted by Superintendent)

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

Guests present: Phil Miller, CEO, Portage Industries, Inc., Steve Colecchi, CEO, Hattie Larlham Center for Children with Disabilities
Staff: D. Lemasters, J. Miller, S. Roth, N. Nadasky, B. Orth, J. Bobek

Motioned to approve excused board member(s): Carol J. Fruscella,

Motion by T. Moran

Second by C. Michael

Motion carried by voice vote

John Vennetti, Director of Service and Support Administration, introduced Sara Roth, Service and Support Administrator, effective September 16, 2019

Public Comment: no requests

Adopted a motion to approve minutes from Regular Meeting held August 27, 2019 with noted correction.

Motion by W. Tarver

Second by C. Michael

Motion carried by voice vote

Motioned to approve the agenda for September 18, 2019 Regular Meeting as presented at table.

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

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

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

Motioned for the Acceptance of the August 31, 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 19-09-01 for Approval of Direct Services Contracts with the following Individuals as recommended by the Ethics Council per approved Ethics Council Resolution EC19-09-01 with no conflict of interest for: Kristyn Kellerhoff for ID #204993; For Self for ID #201851; Tim and Michelle Sahr for ID #200883; Tracy Caggiati for ID #201587; Joshua and Sara Yurman for ID #205538

RESOLUTION 19-09-01

APPROVAL OF DIRECT SERVICES CONTRACTS WITH THE FOLLOWING INDIVIDUALS AS RECOMMENDED BY THE ETHICS COUNCIL PER APPROVED ETHICS COUNCIL RESOLUTION EC19-09-01 WITH NO CONFLICT OF INTEREST FOR:

Kristyn Kellerhoff for ID #204993
For Self for ID #201851
Tim and Michelle Sahr for ID #200883
Tracy Caggiati for ID #201587
Joshua and Sara Yurman for ID #205538

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

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

and

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

RESOLVED, that the Portage County Board of Developmental Disabilities accepts the recommendation of the Ethics Council and approves direct services contacts with the aforementioned named individuals; and be it further

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

Submitted by: Gina Brown, Superintendent

The aforesaid resolution was moved by **Cheri Michael**

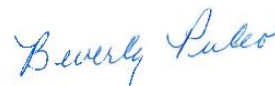
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

Kelly Butler,	aye	Carol J. Fruscella,	excused
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 **September 18, 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 19-09-02 to Authorize Assignment of Debt to Ohio Schools Council to Seek Payment from Bottomline Auctions, Inc. on Behalf of the Portage County Board of Developmental Disabilities

RESOLUTION 19-09-02

**AUTHORIZE ASSIGNMENT OF DEBT TO OHIO SCHOOLS COUNCIL TO SEEK
PAYMENT FROM BOTTOMLINE AUCTIONS, INC. ON BEHALF OF THE PORTAGE
COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

WHEREAS, the Portage County Prosecuting Attorney has given consent for the Portage County Board of Developmental Disabilities (Board) to enter directly into an agreement with Ohio Schools Council (OSC) to assign debt owed to the Board from Bottomline Auctions, Inc. ("Bottomline"); and

WHEREAS, Bottomline is indebted to the Board in the sum of eleven thousand, four hundred seventy-five dollars and thirty-three cents (\$11,475.33) (the "Debt"); and

WHEREAS, the Board wishes to assign to the OSC and the OSC wishes to receive, an assignment of the Debt, now, therefore, be it

RESOLVED, that in consideration of the recitals, the mutual covenants set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The Board hereby assigns, transfers and sets over unto the OSC the Debt together with all advantage and benefits to be derived therefrom.
2. As consideration for the assignment, the OSC agrees to pay to the Board, within five business days of the execution of this Agreement, the sum of \$11,475.33.
3. The Board agrees that should Bottomline make any payment on this Debt directly to the Board after the execution of this Assignment of Debt, the Board shall immediately forward the amount of such payment to the OSC, which shall deduct the amount from that owed to the OSC as a result of this Assignment.
4. The Board hereby acknowledges, covenants and agrees that the Debt is justly and truly owing by Bottomline Auctions, Inc. to the Board.
5. The Board acknowledges and agrees that all its rights in respect of the Debt have been assigned to the OSC, but that the acceptance by the OSC of this Assignment shall not impose upon it any obligation to take any steps to effect the collection of the Debt or to ensure that the Debt does not become statute barred by the operation of any law relating to limitation of actions, or otherwise.
6. The Board agrees that upon receipt of the amount identified in Number 2 above, it will notify Bottomline of the assignment of debt, on a form as provided by the OSC.

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 and Diane Cotton, Director of Business Management
The resolution was moved by **Cheri Michael** and seconded by **Timothy Moran**
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities 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.

After discussion, a roll call vote was taken and the results were:

Kelly Butler,	aye	Carol J. Fruscella,	excused
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 special meeting held **September 18, 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 Amend Policy:

4.43 *Medicaid Waivers*—Change title to include all current waivers; change rule numbers that apply to Waivers; remove reference to *IO Waiver* to state *waivers*; remove reference to ‘*MR*’; change tile of *service coordinator* to *Service and Support Administrator*; *Section H*—remove last paragraph to reflect rule change; remove current *Section J* regarding rates due to rates set by DODD and reference rule in Policy 9.02; revise current *Section M* (revised to *Section L*) to reflect current *Quality Assurance* requirements

Motion by T. Moran

Second by J. Gargan

Motion carried by voice vote

Motion to Approve the waiver application to the Ohio Department of Education for one (1) student who exceeds the 60-month age span allowed in one school age classroom at Happy Day School. This MD classroom unit has an enrollment of seven (7) students

Motion by T. Moran

Second by J. Gargan

Motion carried by voice vote

The following Management Reports were reported:

Community Outreach Coordinator: Christopher Clevenger-Morris—reported

- Thank you to everyone who came out to support Luke at Southeast High School two weeks ago. We got some amazing pictures and were excited to share in his touchdown moment.
- The Kent State Homecoming parade is on Saturday at 10:00 AM. If you would like to march with the Board, please let me know ASAP.
- The Balloon-A-Fair parade will begin at 9:00 AM. Again, if you would like to march with the Board please let me know.
- We also have room for volunteers for our Balloon-A-Fair booth if anyone is interested in participating.
- Trunk or Treat is on Friday, October 25. If you know of any businesses who would like to participate please let me know. We are expecting a larger turnout this year.
- We will be at the Rootstown Chamber of Commerce Business and Community Expo on Saturday, October 26. Stop by to see us.

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

- Advocacy (Colleen): two individuals served are scheduled to attend *Synergy Conference* in October and one individual for *Project Stir* in November
- Community resources:
 - Posting for Special Olympic positions. We are still in need an Assistant Swim Coach and a Basketball Coach. Please share with anyone who may be interested.
 - Inclusion Volleyball Game was a big success! Food collected as part of event was donated to Center of Hope.
 - Next Event: Kickball Game on Monday September 30, 6:00pm at Plum Creek Park
 - Car Wash held on Sunday September 8 at the AutoZone in Kent to raise money for Softball Team who Qualified for State Games. \$594 was raised to pay for hotel costs plus an additional \$250 donated by Fatherhood Initiative. Team finished in 4th place on September 14 at State Games in Toledo.
 - A \$250 donation to Special Olympics was received in the memory of Robert B. Watts
 - Employment Recognition Event scheduled for October 23rd
- Community/Provider Relations:
 - Quarterly Provider Meeting—*PDC Pharmacy* and *Brittco Software* presented; August Provider Collaborative Meeting Attendance: 6
 - *Community Resource and Hiring Fair*, September 28, HDS 10:00am-2:00pm, flyers available. Twenty-eight Exhibitors registered to attend and two Presenters.

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

- Remote supports we will have 22 people using remote supports by early October. The SSAs have continued to work to get more people utilizing remote supports.
- *Backward Planning* on IEPs—about 15 people attended at the Ravenna Library on September 4. Next event is October 8 at the library and the topic is on *IEP Goals*, 6:30-8:30pm.
- Trauma Informed Care Collaborative met September 6, 2019. Next meeting will be in October.
- Gary Smith, our Medicaid Manager, is going to do monthly trainings starting this month with the SSAs. September—*MRC-Unscheduled*, October—*Remote Supports*, November—*PAWS/MSS* and December—*Data Warehouse*.
- Our SSAs bought school supplies and donated them to Waterloo Schools.
- Leanna Berry, from PI Inc., without charging, brought an Individual to go and pick up his orthotics.
- Tim Baker, from Cobra Transportation, he walks the individuals to the door. He takes out the trash for an Individual's mother who is in her 90s. He buys cupcakes for the individuals on their birthdays. He brings them gifts and visits them in the hospital when they are sick. He goes to every ISP meeting which most NMT providers do not.
- Juanita Greenwood, Portage Industries, Inc., went to an individual's house at 4am make sure he would get a community employment job. She also transported on her own every day, an individual to keep her Community Employment job so the individual didn't lose it until they were able to find a Provider to transport.
- Becky Coplin, a Provider, helped another Provider get signed up for Ohiodd.net. She actually went to her house to help her.
- An Individual told the SSA. "Can I have them fill out a job application first? When I got a job, I had to fill out a job application and have an interview. I want them to know that this is a real job and I got this idea that I should have them fill out a job application."

Recap of Personnel Actions for August 2019

Lynn Leslie, Director of Human Resources, noted PCBDD is hosting the Region 6 Human Resources group quarterly meeting on September 27, 2019.

As of August 2019, there were 89 employees including six (6) intermittent positions and two (2) vacancies.

Positions Added/Abolished:*Added:*

Physical Development Specialist (APE) (Part-time), 184 days, 14 hrs/week (Children's Services), effective August 26, 2019

Abolished:

Instructor—School-Age, 184 days, 7 hrs/day (Children's Services), effective August 25, 2019

Instructor Assistant, 184 days, 6.5 hrs/day (Children's Services) - 2 positions, effective August 25, 2019

Physical Development Specialist (APE), 184 days, 7 hrs/day (Children's Services), effective August 25, 2019

Assistant Cook (Part-time), 184 days, 10 hrs/week (Children's Services), effective August 25, 2019

Vehicle Operator w/CDL, 184 days, 4 hrs/day (Transportation), effective August 25, 2019

Vehicle Attendant, 184 days, 4 hrs/day (Transportation) - 2 positions, effective August 25, 2019

Assistant Mechanic, 260-262 days, 8 hrs/day (Transportation), effective August 25, 2019

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, Vacant

Service & Support Administrator, 240 days, 7.5 hrs/day (Service & Support Admin), vacant July 29, 2019, posted July 22-August 5, 2019, filled, effective September 16, 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, Vacant

Cheerleading Coach (October - February), vacant September 1, 2019, posted July 12-26, 2019, Vacant

Powerlifting/Weighting Coach (October - June), vacant September 1, 2019, posted July 12-26, 2019, Vacant

Soccer Coach (June - September), vacant September 1, 2019, posted July 12-26, 2019, Vacant

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

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

12-26, 2019, Vacant

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

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

Bowling Coach (February - June), vacant September 1, 2019, posted July 12-26, 2019, Vacant

Volleyball Coach (March - June), vacant September 1, 2019, posted July 12-26, 2019, Vacant

New Hires:

Marcella Schaaf (Recalled from Layoff) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective August 26, 2019

Promotions/Transfers:

Thomas Byich Trans Svcs Supv, 242 days, 8 hrs/day (Transportation) to Facility/Trans Mgr, 260 days, 8 hrs/day (Maintenance), effective August 1, 2019

Kimberly Suder Substitute Instructor (Children's Services), effective August 26, 2019

Reclassifications:**Additional Assignments:**

Kendall Smith Investigative Agent, additional assignment as Lead Investigative Agent, effective August 20, 2019

Supplemental Agreements:**Separations:**

Kathryn Christy (Laid off) Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective August 25, 2019

Jennifer Curry-Hoard Vehicle Operator, 184 days, 4 hrs/day (Transportation), effective August 19, 2019

Peggy Edwards (Laid off) Instructor Assistant, 184 days, 6.5 hrs/day (Children's Services), effective August 25, 2019

Kimberly Suder (Laid off) Instructor IV, 184 days, 7 hrs/day (Children's Services), effective August 25, 2019

Retirements:

Leslie Haney Vehicle Attendant, 184 days, 4 hrs/day (Transportation), effective August 31, 2019

Reviewed August 2019 Enrollment Report with enrollment of 970 beneficiaries for the month of August with an increase of twenty-nine (29) and a decrease of forty-one (41) beneficiaries from July 2019.

The Superintendent reported on the following:

- Waiting List by the Numbers:
 - August 2019
 - People on the Transitional Waiting List as of September 4, 2019: 23,818
(Down from 26,261 in August 2019)
 - People on the Current Needs Waiting List as of September 4, 2019: 3,518
(Up from 3,162 in August 2019)
 - Waiting List Assessments Performed in August 2019: 1,231
 - Waiting List Assessments Performed to Date: 14,670
- DODD's *Community Life Engagement Team* has expanded to cover both Employment First and Technology First.
 - The team's primary focus is to ensure that people eligible for services through Ohio's developmental disability system will have increased opportunities to live, work, and thrive in their homes and communities through state-of-the-art planning, innovative technology, and supports that focus on their talents, interests, and skills.
- The *Ohio Individual Service Plan Workgroup* (OISP) met for the second time August 21 with the common thread of wanting to involve direct support professionals as much as possible in the ISP process.
 - Wednesday, September 25 Live DODD Chat Progress Toward a Single Service Plan in Ohio
 - Teams from DODD, Opportunities for Ohioans with Disabilities, and the Ohio Department of Transportation will lead a new training series,
- *Getting to Work: Transportation and Coordination of Supports*. Using real-world examples, this training will cover funding, resources, and collaboration between agencies.
- After discussion with the Ohio Association of County Boards (OACB) and county representatives regarding Pre-Admission Screening Resident Review (PASRR), the department has decided to change a question on the PASRR Evaluation Form and in the PASRR application on the website.
 - On September 20, the question asking, "Does the individual meet DD eligibility?" will be changed to "Does the individual have a DD qualifying diagnosis"
- JFS will be opening their first group home here in Portage County. 3102 Brady Lake Rd. There will be an open house September 25, 4:30 to 6:30pm
- Kendall Smith, Lead Investigative Agent, has been selected to attend the four (4) day *Project FIND*, advanced forensic interview training for crime victims with disabilities. Only 24 people were selected from across the state (June 9-12, 2020).
- Submitted for our certification to be renewed. Only requested Supported Living since we no longer provide Medicaid waiver services.

The President announced Next Regular Board Meeting:

Wednesday, October 16, 2019 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

Note: **Board In-service: October 16, 2019 3:45-4:45pm 'Trauma Informed Care (TIC)'**

Presenters: Colleen Brown, Advocacy/Community Resource Coordinator

Barb Cooper, Service and Support Supervisor

At 5:37pm, the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by W. Tarver

Second by K. Butler

For the following identified reason:

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

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

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

Motion to adjourn executive session at 6:54 pm.

Motion by W. Tarver

Second by C. Michael

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

Motion to return to open session 6:55 p.m.

Motion by T. Moran
Second by W. Tarver
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 6:56pm

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

INFORMATION

- Wednesday, September 18, 2019** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Saturday, September 21, 2019** Ravenna Balloon A-fair, Main Street Ravenna, 8:00am-5:30pm
—Volunteers needed for Booth
- Saturday, September 21, 2019** Kent State University Homecoming Parade, 10:00am
- Wednesday, September 25, 2019** Family Swim, 5:30-7:30pm, Happy Day School
- Saturday, September 28, 2019** *Community Hiring and Resource Fair*, 10:00am-2:00pm at Happy Day School
- Monday, September 30, 2019** Special Olympics Kickball Game, 7:00pm, Plum Creek Park
- Monday, October 14, 2019** Parent Council Meeting, 6:00pm, Reed Memorial Library
- Friday, October 25, 2019** Trunk or Treat, 5:30-7:30pm, Happy Day School
- Wednesday, October 23, 2019** Community Employment Recognition Breakfast, Happy Day School, 7:30am
- Thursday, October 31, 2019** Fall Festival, 9:30am, Happy Day School

L.E.A.P Self-Advocacy Group

- Day Meetings:** October 14, December 9, Reed Memorial Library, Ravenna, 9:30am-11:30am
- Evening Meetings:** November 11, Reed Memorial Library, Ravenna, 5:00pm-6:30pm

Special Olympics

September 28, 2019, Special Olympics Ohio Plane Pull (Fundraiser), 9:00am–2:00pm,

I-X Center (our participation has been cancelled due to lack of 'pullers')

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