

Portage County Board of Developmental Disabilities

2606 Brady Lake Road
Ravenna, Ohio 44266

November 14, 2018
Regular Meeting
Dennis M. Coble Administration Building

MINUTES

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

Board Members present by Roll Call:

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

Guests present: Bill Ullman, Executive Director, Independence, Inc., Katrina Shamblen,
David Smith, Laura Smith, Ashleigh Lawrence
Staff: C. West, S. Bontempo, M. Smith, D. Lemasters

Motion to approve absent board member: John Gargan

Motion by T. Moran

Second by W. Tarver

Motion carried by voice vote

Michelle Dolensky introduced Katrina Shamblen and Laura Smith. Both thanked the Board for the sponsorship and experience to attend, and expressed a positive experience at the Synergy Conference held October 3-5, 2018 at the Kalahari Resorts in Sandusky

Public Comment: none.

Adopted a motion to approve minutes from Regular Meeting held October 17, 2018

Motion by C. Michael

Second by T. Moran

Motion carried by voice vote

Motioned to approve the agenda for November 14, 2018 Regular Meeting as presented at table

with the removal of the Executive Session.

Motion by C. Fruscella
Second by C. Michael
Motion carried by voice vote

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

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

Motioned for the Acceptance of the October 31, 2018 Financial Reports. Diane Cotton, Director of Business Management, explained reasons for the decrease in expenditures and increase in revenues

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

Board committee report: No committee meetings held

Motioned to approve Resolution 18-11-01 for Approval of a Contract with the North East Ohio Network (NEON) for Council of Government Expenditures for the period January 1, 2019 through December 31, 2019 in an amount not to exceed three hundred sixty-three thousand dollars (\$363,000.00) in calendar year 2019, a 21% decrease from the calendar year 2018 contract

RESOLUTION 18-11-01

APPROVAL OF A CONTRACT WITH THE NORTH EAST OHIO NETWORK (NEON) FOR COUNCIL OF GOVERNMENT EXPENDITURES FOR THE PERIOD JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 IN AN AMOUNT NOT TO EXCEED THREE HUNDRED SIXTY-THREE THOUSAND HUNDRED DOLLARS (\$363,000.00)

WHEREAS, in 1999, the Portage County Board of Developmental Disabilities (hereinafter Board) and The North East Ohio Network (hereinafter NEON), a Council of Governments (COG) established under Chapter 167 of the Ohio Revised Code, entered into an agreement to establish a relationship under which NEON would undertake certain administrative actions on behalf of the Board related to the administration of residential services; and

WHEREAS, NEON, on behalf of and upon approval of the Superintendent or his/her designee, uses Board-provided levy and state-generated funds for the payment and/or administration of various Board functions and services, such as supported living services, other residentially-related services, quality assurance nursing reviews,

backup major unusual incident investigative services, Family Support Services Program administration, delegated nursing training, provider compliance services, eligibility determinations, assessments and other community-based services and supports; and

WHEREAS, it is desirable that the relationship between the Board and NEON continue so that NEON can continue to perform such functions during 2019; now therefore be it

RESOLVED, that the Board herein authorizes entry into an agreement with NEON for the period of January 1, 2019 through December 31, 2019 for the performance of and payment by NEON, as authorized by the Superintendent or his/her designee for the functions and/or services listed above, in an amount to be provided to NEON by the Board not to exceed three hundred sixty-three thousand dollars (\$363,000.00) in calendar year 2019, a 21% decrease from the calendar year 2018 agreement; and be it further

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

Submitted by: Gina Brown, Superintendent and 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,	absent	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 14, 2018**, and an accurate copy of said resolution will be located in the official minutes of the Board.

Beverly Puleo, Assistant to the Superintendent

Services, Inc. for the Provisions of Transportation Services for Non-Waiver Beneficiaries for the term January 1, 2019 through December 31, 2019 not to exceed fifty-seven thousand dollars (\$57,000.00), a 40% decrease from the 2018 agreement

RESOLUTION 18-11-02

APPROVE CONTRACT WITH FAMILY AND COMMUNITY SERVICES, INC. FOR THE PROVISIONS OF TRANSPORTATION SERVICES FOR NON-WAIVER BENEFICIARIES FOR THE TERM JANUARY 1, 2019 THROUGH DECEMBER 31, 2019

WHEREAS, the Portage County Board of Developmental Disabilities (hereinafter the Board) is responsible for making arrangements with outside vendors for the provision of daily specialized transportation services as approved for non-waiver beneficiaries; and

WHEREAS, Family and Community Services, Inc., 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266 (hereinafter the Vendor) currently has a contract with the Board to assist it in fulfilling its transportation obligations; and

WHEREAS, the Vendor is desirous of continuing to provide transportation services to non-waiver beneficiaries; and

WHEREAS, the Superintendent, Director of Business Management and Supervisor of Transportation Services also recommend the vendor to provide transportation services to non-waiver beneficiaries; now therefore be it

RESOLVED, that the Board herein authorizes the Superintendent to enter into a successor contract with the Vendor for adult transportation services for the term January 1, 2019 through December 31, 2019 in an amount not to exceed fifty-seven thousand dollars (\$57,000.00) for the term of the agreement, a 40% decrease from the 2018 agreement; and be it further

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

Submitted by: Gina Brown, Superintendent; John Vennetti, Director of Service and Support Administration; Diane Cotton, Director of Business Management; & Thomas Byich, Supervisor Transportation Services

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,	absent	Cheri Michael,	aye
Tim 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 14, 2018**, and an accurate copy of said resolution will be located in the official minutes of the Board.



Beverly Puleo, Assistant to the Superintendent

Motion to approved Resolution 18-11-03 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 2019 in the amount of eight million, two hundred twenty-nine thousand dollars (\$8,229,000)

RESOLUTION 18-11-03

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 2019

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 eight million, two hundred twenty-nine thousand dollars (\$8,229,000) for calendar year 2019 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 2018; and be it further

RESOLVED, that the Interim 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: Gina Brown, Superintendent; Diane Cotton, Director of Business Management; and Gary Smith, Medicaid Services Manager.

The resolution was moved by **Kelly Butler** 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,	absent	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 14, 2018**, and an accurate copy of said resolution may be located in the official minutes of the Board.

Beverly Puleo

Beverly Puleo, Assistant to the Superintendent

Motioned to Amend:

- Policy 2.02 *Powers, Duties, and Responsibilities of the Superintendent:*
Section 6: Purchasing to delete director/supervisor titles as policy indicates; policy states the Superintendent has authority to select specific directors/supervisors each year and to notify by e-mail of authorization or re-authorization
- Policy 8.83 *Portable Computing Devices and Employee-Owned Devices*
Enhanced clarification of safeguarding use of Board laptops and other mobile devices as well as employee owned portable computing devices and working remotely
- Policy 9.04 Medicaid Administrative Claiming (MAC); to simplify language; removed rescinded rule; reference Implementation Plan

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

The following October 2018 Management Reports were reported:

- Accreditation Update: Gary Smith, Medicaid Services Manager, reported NEON is conducting a *Mock Accreditation Review* to assist in our processes and note any items of concern; All requested documents have been sent to the DODD Accreditation team; tem will be on site December 12-13, 2018
- Children’s Services: Parent/Teacher Conferences—seventy-five percent (75%) parent participation; EI staff/Help Me Grow met with EI State Consultant to learn of the net step in transitioning out of EI; PAWS (service doges) have a positive effect with students; the SMILE program is continuing the community trips and is going well
- Community Outreach Coordinator: **Issue 14:** Issue 14, the 5 year renewal levy accounting for roughly 18% of our annual operating budget, passed with 67% of the vote. Thank you to all of those who volunteered to support issue 14; **Outreach:** In the last month, the staff and management have participated in roughly 20 community events, including question and answer sessions, business expos, and locality meetings across Portage County; **Trunk or Treat:** We hosted our first annual Community Trunk or Treat event at Happy Day School on Friday, October 26. The event featured 22 participating vehicles, and provided candy to over 500 children from across Portage County—The event supplied over 2,000 personal hygiene items to Miller Community House, providing enough hygiene items for more than 250 families and stocking the MCH pantry for over one year.

Community and Provider Relations: Board staff requiring First Aide/CPR re-certification was completed; PASRRs were completed; nursing task assignments were reviewed with SSAs; Providers are calling for assistance in Delegated Nursing; Presentation to law enforcement officers in the CIT program; Advocacy Group—scheduling meetings with a morning and evening sessions; hosting the OSDA regional meeting in March 2019; a speaker has been confirmed; Knights of Columbus Basketball Shootout is January 12, 2019 Happy Day School;

Service and Support Administration: *Remote Support* Area is completed; an Open House to be held December 4, 2018; there will be vendor tables and a live demonstration; a painting is being secured from a consumer; on-going tours are being planned; Wait List—assessments being done and all assessments are to be completed by the end 2020; a *Community Employment Recognition* luncheon is scheduled for Wednesday, December 12, 2018 at Happy Day School, 12:00-1:30pm; invites were sent to those in community employment and their bosses; *Transition Bootcamp-Achieving Quality Employment-For All* seminar held at Reed Memorial Library on November 13; half of those registered attended; continuing to review/control waiver cost

Technology Report at table

A ‘Thank you’ from the Board to all those who assisted in the Levy process for the passage of the levy.

Reviewed October 2018 Personnel Report: Tim Torch, Human Resources Specialist, reported one resignation and two (2) vacancies—Speech Language Specialist and Transition Coordinator

Recap of Personnel Actions for October 2018

- As of October 2018, there were 100 employees including seven (7) intermittent positions and two (2) vacancy.

Positions Added/Abolished:

Job Postings/Vacancies

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

Supplemental Positions:

Softball Coach [2] (April-June) vacant September 1, 2017, posted July 14-28, 2017, filled (1), effective June 27, 2018

Recreation Program Coordinator, vacant September 1, 2018, posted July 27-August 3, 2018, Vacant

Basketball Coach [2], vacant September 28, 2018, posted September 28-October 5, 2018, Filled(2), effective October 29, 2018

New Hires:

Promotions/Transfers:**Reclassifications:****Additional Assignments:****Supplemental Agreements:**

Brandon Morris Basketball Coach, effective October 29, 2018

Scott Wilson Basketball Coach, effective October 29, 2018

Separations:

Julie Finlaw Substitute Instructor (Children's Services), effective October 4, 2018

Molly Schenker Speech-Language Pathologist, 240 days, 7 hrs/day (Children's Services), effective October 5, 2018

Retirements:

Reviewed October 2018 Enrollment Report with enrollment of 954 beneficiaries for the month of October representing an increase of twenty-seven (27) and a decrease of thirty (30) beneficiaries from September 2018.

The Superintendent reported on the following:

- The Department is rescinding rule 5123:2-9-07 (Home and Community-Based Services Waivers-Request for Prior Authorization for individuals Enrolled in the Individual Options Waiver) and adopting new replacement rule 5123-9-07 of the same title. The rule establishes standards and procedures for prior authorization of waiver services when an individual funding level exceeds the funding range determined by the Ohio Developmental Disabilities Profile for an individual enrolled in the Individual Options Waiver. New rule 5123-9-07 reflects revisions to update the list of services that are included in an individual's funding range; make clear that the Department shall not consider a request submitted after the end date of an individual's waiver eligibility span; permit the Department to conduct an abbreviated review of a request resulting from a payment rate increase taking effect during an individual's waiver eligibility span; require a county board of developmental disabilities, when so requested by the Department, to submit additional information within five business days; and to correct a reference to the Administrative Code.
- The Department is rescinding rule 5123:2-9-27 (Home and Community-Based Services Waivers-Emergency Assistance under the Level One Waiver) and adopting new replacement rule 5123-9-27 of the same title. The rule sets forth coverage and eligibility for Emergency Assistance provided to individuals enrolled in the Level One Waiver. "Emergency Assistance" means an increased amount of services (i.e., Environmental Accessibility Adaptations, Homemaker/ Personal Care, Informal Respite, Personal Emergency Response Systems, Remote Monitoring, Remote Monitoring Equipment, Residential Respite, Specialized Medical Equipment and Supplies, or Transportation) necessary to support an individual in an emergency. New rule 5123-9-27 reflects the availability of a payment rate increase (i.e., the Staff Competency Rate Modification) when qualified staff deliver the Homemaker/Personal Care service as Emergency Assistance.
- CMS approved amendments to the Level One, SELF, and IO Waivers on October 26, 2018. All changes will be effective 1/1/19, including:

- New Assistive Technology service in all three waivers
- New Community Transition service in the IO Waiver
- Modification to change Remote Monitoring to Remote Supports
- Elimination of Remote Monitoring-Equipment Service
- Elimination of Assistive Technology Assessment component of Career Planning in all three waivers
- Elimination of Personal Emergency Response System service in Level One Waiver
- OACB 35th Annual Convention Nov. 28-30. We have representatives going from all departments.
- Ohio is at a crossroads with a New Governor and New Directors of Developmental Disabilities and Medicaid. Be prepared as Ohioans with Disabilities, Family Members, County Board Staff & Providers. Fall Conference 2018. Tuesday, November 20, 2018, *Gentlebrook Event Center*, 940 W Maple St, Hartville, OH 44632, 9:00 - 10:00 a.m. Registration
- PARTA *Travel Training Class* at Reed Memorial Library—Tuesday November. 20, 2018 at 2:00pm
- Christmas Food/Toys Drive Center of Hope & Kent Social Services; Christmas food & toy boxes will be collected on Monday, November 26. Boxes are in lobbies of the Admin Bldg., Happy Day School, and Transportation. Toys donated are for infant to 16 years of age. Gift cards can be for food or toys (drop off at Center of Hope)
- DODD is putting on *The Family Engagement Series* includes regional hands-on sessions that will teach you practical ways to manage pressure, patience, and learn creative strategies to modify your existing methods of coping and caring for those you love. Families to get personal and work together to solve common—and uncommon—family stressors. Moderators will work with each group's real-life obstacles to find solutions that work for your entire family. Families must be willing to commit to four (4) sessions. Trainings will be held at *Turning Point Residential* 5512 Youngstown-Poland Road Youngstown, OH 44514.
- Thank you to everyone for your support on Issue 14

The President announced Next Regular Board Meeting:

Wednesday, December 19, 2018 Regular Board Meeting, 5:00pm, at the Dennis M. Coble Administration Building

At 6:11p.m., the Board entered Executive Session in the Board Room with no action to be taken following Executive Session.

Motion by C. Fruscella
Second by W. Tarver

For the following identified reason:

- (x) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; indicate reason: Employment of a Public Employee
- () 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 7:02 p.m..

Motion by C. Fruscella

Second by K. Butler

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

Motion to return to open session 7:02 p.m.

Motion by C. Michael

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, he called for a motion for adjournment at 7:03pm

Motion by C. Fruscella

Second by T. Moran
Motion carried by voice vote.

INFORMATION

- Tuesday/Thursday, November 13, 15, 20, 27, 2018** Board Eligible Family Swim, 6-7:30pm, Happy Day School
- Thursday, November 8, 2018** Parent-Teacher Conferences (Report cards distributed) 1:00-7:00pm
- Friday, November 9, 2018** Staff In-service, No Students
- Monday, November 12, 2018** Parent Council Meeting, 6:30pm, Reed Memorial Library, Ravenna
- Wednesday, November 21, 2018** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Thursday/Friday, November 22-23, 2018** Thanksgiving Break, Agency Closed
- Tuesday/Thursday, December 4, 6, 11, 13, 18, 20 2018** Board Eligible Family Swim, 6-7:30pm, Happy Day School
- Saturday, December 1, 2018** Ravenna Elks Annual Christmas Party, 12:00-2:00pm, Ravenna Elks
- Friday, December 7, 2018** Unified Resources Holiday Dance, 6:00-8:00pm, Happy Day School
- Thursday, December 13, 2018** School-age Holiday Program, 1:15; St. Patrick's Band to perform 1:30, Happy Day School
- Monday, December 10, 2018** Parent Council Meeting, 6:30pm, Reed Memorial Library

- Special Olympics** To be Announced

Respectfully Submitted,



Beverly Puleo, Assistant to the Superintendent



Michelle Sahr, President



John Gargan, Secretary