



- The Board will hold twelve (12) regular meetings.
- Meeting date, time, location, is subject to change and notice placed in the Record Courier, website, and Social Media outlets.

Motion by Cheri Michael  
 Second by Maureen Haska  
 Motion carried voice vote

Motion to approve Resolution 24-01-01OM: Assurance of the Portage County Board Of Developmental Disabilities (PortageDD) to Implement Ohio Revised Code (ORC) 121.22 Ohio’s Open Meetings Act, also known, as The Sunshine Law, to Conduct PortageDD’s Official Business Transactions

**RESOLUTION 24-01-01OM**

**Assurance of the portage county board of developmental disabilities (portageDD) to implement ohio revised code (ORC) 121.22 Ohio’s Open Meetings Act, also known, as the Sunshine Law, to conduct portagedd’s official business transactions**

whereas, the Portage County Board of Developmental Disabilities (PortageDD) is required by ORC 121.22 Section (A) and Section (C) to take official action and conduct all deliberations on official business in meetings that are open to the public with prior notice of meetings given, and public meeting rules also apply to committees and subcommittees of the board as well as any discussed board business; and

WHEREAS, Policy 1.07 Organization of Board, Section B. states PortageDD will determine time and place for hold regular meetings which is established as the third Wednesday of the month at 5:00pm at the Happy Day Services Building subject to amendment by PortageDD with notification per Policy 1.12 Meetings Open to the Public that all regular and special meetings shall be advertised as to time and place in the local newspaper, posted in each PortageDD facility and on PortageDD’s website homepage in the timeframe required by ORC 121.22 Section (F); any emergency meeting will likely preclude advertisement in a local newspaper but notice will be posted in each PortageDD’s facility and on the website homepage; and

WHEREAS, as per Policy 1.13 Executive Session, the PortageDD may hold an executive session only after a majority of the quorum determines by a roll call vote in accordance with the matters specified in (G)(1) through (G)(7) of ORC 121.22; and

WHEREAS, the minutes of a regular or special meeting of any public body shall be promptly prepared, filed, and maintained and shall be open to public inspection as per Policy 1.15 Records of Board Proceedings and ORC 121.22 (C). The minutes need only reflect the general subject matter of discussions in executive sessions authorized under 121.22 (G); and

WHEREAS, the PortageDD will follow guidelines in Policy 1.12 Meetings Open to the Public for Public Comment; and

WHEREAS, Policy 1.16 Order of Business shall be followed to prepare the regular meeting agenda, now therefore be it

RESOLVED, that the PortageDD has reviewed and approved the above mentioned policies and establishes the above procedures for 2024.

The resolution was moved by **Michelle Sahr** and seconded by **Maureen Haska**

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 results of which are as follows:

Kelly Butler, aye  
Maureen Haska, aye  
Michelle Sahr, aye

Thomas Grist, aye  
Cheri Michael, aye  
Timothy Moran, aye

William Tarver, aye

Certification

I, Jennifer Derthick, Executive Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at the organization meeting held on **January 17, 2024**, and an accurate copy of said resolution may be located in the official minutes of the board.

*Jennifer Derthick*

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Jennifer Derthick, Executive Assistant to the Superintendent

**2024 ETHICS COMMITTEE APPOINTMENTS** by 2024 President, Maureen Haska, per Policy 1.10

**Chair:** Thomas Grist  
**Member:** Timothy Moran  
**Member:** William Tarver

**2024 COMMITTEE APPOINTMENTS** by 2024 President, Maureen Haska, as follows per Policy 1.09:

**1. FINANCE/HUMAN RESOURCES**

**Chair:** Kelly Butler  
**Member:** Thomas Grist  
**Member:** William Tarver

**2. PROGRAM/POLICY/RESIDENTIAL**

**Chair:** Cheri Michael  
**Member:** Kelly Butler  
**Member:** Michelle Sahr

**3. TRANSPORTATION/FACILITY**

**Chair:** William Tarver  
**Member:** Michelle Sahr  
**Member:** Cheri Michael

**4. ADMINISTRATIVE RESOLUTION OF COMPLAINTS**

(will only meet upon a beneficiary appeal) As per Policy 4.49

<b>Chair:</b>	<u>Kelly Butler</u>
Member:	<u>Timothy Moran</u>
Member:	<u>Thomas Grist</u>

DODD requires board members to complete four (4) hours of in-service training per ORC 5126.0210. The Director of DODD has identified topics per OAC 5123:2-1-13 as *DODD Updates, Tech Initiatives, Multi Systems for Youth, Five Year Projections, Residential Options, Appeals Process for Eligibility*, as well as authorizing Superintendents to present topics of interest and pertinent to the Board; in-service topics/dates at the discretion of the Superintendent/Board Members; the Superintendent/Board Members agreed time of in-service to be scheduled one (1) hour before a regular board meeting in March, April, May, and September with the *Five Year Projections* as May's topic.

The President asked for a motion for adjournment at 5:10pm

Motion by Tim Moran  
 Second by Kelly Butler  
 Motion carried.

Respectfully submitted:

Jennifer Derthick  
 Jennifer Derthick, Executive Assistant to the Superintendent

Maureen Haska  
 Maureen Haska, President

William Tarver  
 William Tarver, Secretary