

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
2018 BUDGET DRAFT REVIEW MEETING MINUTES
October 9, 2017**

I. Call to Order

The Special Board Meeting was called to order by Board President, Ms. Thomas Fain, at 6:02 p.m.

Board Members present included: Ms. Thomas Fain, Ms. Orlandi, Ms. Morrison, Mr. Carroll, Mr. Hartman, and Ms. Albrecht. Ms. Morrison left the meeting at 9:33 p.m.

Staff present included: Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Davis, Ms. Hetkey, Ms. Wilbraham, Ms. Majoros, Dr. Stanley Bryson, Ms. Bohner, Mr. Dryer, Ms. Hunt, Ms. Bates, Ms. King, Ms. Brodzinski, and Mr. Eup.

The Board President stated that two new Board Members were present and had been sworn in by Probate Judge Kevin Dunn. She welcomed Sally Albrecht and Dave Hartman to the MCBDD Board.

II. Executive Session

A Motion was made by Ms. Albrecht, seconded by Mr. Carroll, to enter into Executive Session for the following reasons:

- A. To consider matters to be kept confidential by federal law or regulations or state statute.

Human Resources Director Diana Davis and Attorney Tom Karris were invited to stay for the Executive Session.

The Board exited Executive Session at 6:48 p.m. General Session began at 6:50 p.m.

III. General Session

- A. **Pledge of Allegiance**
- B. **Mission Statement Affirmation**
- C. **New Business**

1. 2018 Budget Draft Review and Discussion

Interim Superintendent Jon Bluebond shared the following information regarding the 2018 Budget Draft:

- Expenses do not include the initiation of a new non-profit in 2018 or the Early Retirement Incentive Program (ERIP) costs.
- The budget draft includes changes to EI and contracts with private providers.
- The most critical projection is waiver match which will determine the MCBDD's future.
- Mr. Mitzel had sent a series of questions, which are incorporated into the presentation.
- Mr. Bluebond and Ms. Bates are confident in the projections for the next two years.
- State benchmarks, including Medicaid revenue, are incorporated in the budget draft.

- Mr. Bluebond will meet with Scott Miller, County Administrator, on Thursday, Oct. 12 to discuss the budget. Mr. Bluebond hopes to have the 2018 Budget Draft approved at the October 23 Board Meeting.

Mr. Bluebond reviewed the Budget Narrative section (see Attachment A). The following was discussed regarding this section:

- The Board used to be reliant on Title XX dollars. This federal revenue source has been cut significantly. In the future, the remaining Title XX dollars will be used for EI.
- The requirement that county boards can only serve 30% of individuals on waivers by the year 2020 is unclear in regard to how the number is being calculated, i.e. by number of individuals or by dollar amount. Approximately 85% of individuals in the Work Center are on waivers. There are only about 30-35 individuals in our program that don't have Medicaid; however, the SSAs do encourage individuals to apply for Medicaid whenever possible.
- About \$200, 000.00 was lost when the Tangible Property Tax was removed.
- The MCBDD receives about \$20,000.00 in Capital Sales Tax.
- The Board cannot use donated funds to pay for levy expenses, nor can the Board fundraise for the levy campaign. Fundraising must be done by a separate levy committee.
- Positions are consistently being reviewed in regard to what is and is not needed.
- Abolishment of some positions has been possible due to the ability to contract out for some professional services. Although the costs may be similar, there are many benefits to using contract agencies vs. hiring a staff. Therapies are one area where we use contracts; however, we have held on to three therapy board positions and reduced professional contract services in this area. There is no longer a waiting list for therapy services.
- Due to less demand, we have been able to eliminate positions in Transportation.
- We are anticipating using zero yellow buses at the end of 2018. In addition, we are anticipating Medina County Transit becoming a Medicaid provider.
- Adult Services is the area that is changing the most.
- The MedinaMade store is expensive to operate. SHC wants to pull out of the store by the end of 2017. There are some other ideas being researched for the store.
- The lease for the Montville space is up at the end of March, 2019. The Board will need to discuss and make a decision regarding the possibility of bringing SSA back to the MCAC building. Mr. Mitzel had mentioned to Mr. Bluebond that he feels the SSAs should be moved back to the MCAC building in order to save costs.
- Windfall Industries currently manages the production contract with AI Root and the MCBDD provides the staff. Discussions are ongoing with Jim Brown regarding WI completely taking over the AI Root contract over the next three years. We initially would provide transportation to those who choose the MCBDD as their transportation provider, but if they choose to attend AI Root, WI would be the provider of record for day services. In regard to nursing services at AI Root, medical needs would be identified on an individual basis and discussed with the team prior to the individuals attending the site.
- Ed Dryer, Director of Community Employment, is working with an MBA student to draft a business plan for the proposed non-profit. Data collection would include the information already done by the Transformation Manager along with new data collected

through surveys, interviews, etc. The Board would have to approve any plan before it would be implemented.

- For the phone costs in the Maintenance budget, as well as many other areas, historical usage was used to determine the actual amount needed. We were able to reduce costs for the telephone category by \$10,000.00.
- Mr. Bluebond stated that we need to spend time on strategic planning in regard to the building.
- Ms. Majoros is working on the capital improvement plan. The MCAC boiler project is almost finished. The next big projects are lighting and a plan for the parking lot; repair vs. replacement.
- Mr. Bluebond reviewed the following information in regard to the levy:
 - The Board will provide services through 2020 without new local funds. The amount of the projected fund balance at the end of 2020 is (\$12,105,058.00).
 - The Board will need to establish a group to engage in planning for the 2020 levy in regard to a renewal, replacement, or increase. A renewal would be no increase to the taxpayers whereas a replacement would cause an increase to the taxpayers.
 - Three scenarios were shared regarding the percentage of levy money that would be used to pay for Medicaid match in the future. Based on the 15% increase scenario, in the year 2022, 52% of levy money would be used to pay match. This is the scenario used for this budget draft.
 - Board Members will be needed to participate in the levy committee.
- The target fund balance was reviewed with the same three scenarios regarding the percentages of Medicaid match increase: ten, fifteen, and twenty percent. At the 15% increase, the fund balance at the end of 2022 would be \$1,573,598.00. Mr. Bluebond suggested providing the Board with quarterly cash forecasting.
- Salaries have been relatively flat since 2012. The percentage of expenses for salaries has gone from 85% in 2012 to 67% in 2018.
- The shifting of match to the county boards was unexpected.
- Mr. Bluebond stated that in regard to capital sales tax, there will be approximately \$20,000.00 in expenses added back in because we must spend sales tax dollars. We will also add approximately \$4,000.00 in revenue.
- We will continue to contract with WI for those individuals who work at the bus garage; however, we do not know if this will continue after 2024.
- The Nursing budget is included in Adult Services since 75% of these services occur in that area.
- The Special Olympics budget is also under Adult Services, although managed by Paula Majoros, Director of Operations. Donations to Special Olympics should be made out directly to Special Olympics of Medina County. If the check is made out to the MCBDD, we would need to increase their contract in order to pass the donation to them.
- The kitchen is in the budget for 2018; however, the Board needs to think about whether the agency should continue to offer the kitchen/cafeteria in the future. It costs several hundred thousand dollars to operate the kitchen each year.

Questions/comments from the Board Members:

- Q. Why is there a decrease in reimbursements?
- A. Schools are now offering their own community opportunities since the state has required them to increase their career planning. This is due to the requirements from WIOA. In addition, since the Work Center has not been accepting any new enrollees, schools are encouraged to provide other opportunities for those graduating from high school.
- Q. How many new waivers have been received over the past four years?
- A. Less than 10 per year. New waivers are generated by need. If Medina County wants to reduce the waiting list, it will have to specifically state how many waivers will be used for that purpose.
- Q. Most of the taxpayers' dollars are going to salaries, benefits, and pensions. Why isn't that money going to the individuals? Do other counties use taxpayer dollars for this?
- A. All but one county in Ohio use taxpayer dollars for the same purpose. Levies were originally passed to provide services, which includes staffing costs, salaries, etc.
- Q. Are we being aggressive with finding ways to bill Medicaid Administrative Claiming (MAC) for as many positions as possible?
- A. Yes. We have looked at current positions and all new positions are researched to see if they can also be included in the MAC billing.
- Q. How is the MCBDD at finding and obtaining grants?
- A. The MCBDD has received several vehicles through the Northeast Ohio Areawide Coordinating Agency (NOACA). In addition, the MCBDD has offered to pay match dollars for other providers who apply for and receive grants. SHC has received two vehicles through this outreach. In regard to receiving grants for the school program, we do not have the correct demographic for many of the grants that are offered.
- Q. In what type of fundraising events does the MCBDD take part? Mr. Hartman feels it would be beneficial for the MCBDD to have more opportunities and outlets for the community to donate.
- A. The MCBDD does not do fundraising events. Donations of various amounts have been made to the agency (some sizable), but they are not solicited. Mr. Carroll stated that he remembered that one of the reasons the county board did not fundraise in the past was due to the fact that it received tax dollars when other provider agencies did not. Therefore, it was felt that the fundraising opportunities should be left to those other agencies.
- Q. What about additional SSAs in 2018? Aren't they needed? Can we still provide the same quality services if we don't add SSAs each year?
- A. Mr. Bluebond met with Ms. Wilbraham, SSA Director, to discuss if new SSA positions could be added every other year rather than every year. Ms. Wilbraham stated that there are creative ways to do this.
- Q. How do you project the amount of SSAs that will be needed?
- A. In order to project how many SSAs will be needed for the next year, we would look at whether or not plans are being completed on time and if other timelines are being met. Recently, an additional Waiver Financial Data Specialist was added in the Business Office because it was identified that there was some delay for the SSAs in that area. In addition, SSA performance is evaluated every year.
- Q. How are we implementing quality assurance for MUIs?

- A. A state review is done annually. Our last review was in June and the MCBDD was in 100% compliance. Semi-annually we are required to submit a pattern and trend report. All include prevention plan and follow-up. In the past, Mr. Carroll has also asked for additional information regarding MUIs.
- Q. How are we ensuring the health and safety of individuals when they use a transportation provider other than the MCBDD?
- A. This is an area that we are aware of and are reviewing options. One option is that there would be training for all drivers, based on needs identified in an individual's ISP.
- Q. What are the losses at the MedinaMade store?
- A. This information was not available at the meeting, but Mr. Bluebond stated that the store was never intended to be a money-making venture.
- Q. Has the landlord of the Montville office been asked if he would donate the space (rent) to the MCBDD?
- A. No. But that could be a possibility.
- C. Ongoing housing issues include cost, location, waiting lists, and finding quality providers.
- Q. How many emergency waivers can we financially handle in the next three years?
- A. If we receive more than we anticipated, then it could be an issue. If we were not providing Adult Services, then six million more dollars could be used to pay for additional waiver match. The Board needs to decide what would be a better use of the money. There are conflicting opinions in the community regarding this issue.
- Q. What will the agency look like in 2020? What services will be provided?
- A. Decisions need to be made regarding what important services the Board needs to provide in the future. The Board will use money to leverage services in the community.
- C. Mr. Hartman is in favor of increasing the PR budget, but would like to see us work with technology in that area. We need to think about who is voting and target that demographic.
- Q. Do Board Members, or any staff, bring back reports when they attend a conference?
- A. Yes. We have processes in place for all staff to report information back after attending a conference or training.
- Q. Is pre-employment drug screening only done for drivers?
- A. Pre-employment drug screening is done for drivers and aides. In addition, the same group of staff are subject to random drug testing.
- Q. Can employees use the Nursing services at the MCAC?
- A. Yes; however, they do not replace the services of a doctor. They are used more as a resource than for regular treatment.
- Q. Isn't the kitchen used as a training site for community jobs?
- A. No. No individual who has worked in the MCAC kitchen has left for a community job in that field. It has been an end placement location.
- C. Ms. Albrecht stated that since the agency has a subscription to Survey Monkey, it would be a good tool for the MBA student to use when gathering information for the project to prepare a business plan for the proposed non-profit.

Mr. Bluebond asked the Board if they felt that the budget review was sufficient and offered enough explanation in order for him to bring a resolution for approval to the October 23 Board Meeting. The Board was in agreement that he should bring the resolution for approval.

Mr. Carroll stated that at the last Board meeting, he questioned the four positions listed under Special Projects on the Personnel Control Report. He asked if those four positions could be clarified. Ms. Davis stated that she did not have the information with her, but would send it via email.

Mr. Hartman wanted to state for the record that he, Ms. Albrecht, and Mr. Carroll all attend a weekly dinner event with their children; however, they do not sit together and will never discuss agency business. Mr. Bluebond stated that, per Sunshine Law, in order for a gathering of Board Members to be considered a meeting, there must be four members present.

Mr. Bluebond distributed the following documents throughout the presentation and they are listed as attachments to the minutes:

- The 2018 Budget Narrative (Attachment A).
- Strategic Planning Deliverables – The document states that the Board should be able to begin the process of strategic planning in November and finalize the process by the end of February (Attachment B).
- The Importance of Early Intervention for Infants and Toddlers (Attachment C).
- The answers to Board Member Elaine Orlandi's questions that were sent via email prior to the budget meeting (Attachment D).
- The answers to Board Member Wayne Carroll's questions that were sent via email prior to the budget meeting (Attachment E).

IV. Adjournment

Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to adjourn the meeting at 10:17 p.m.

Motion passed with a unanimous "aye" vote.

FOR APPROVAL

Sandra Thomas Fain, Board President
Medina County Board of DD

Elaine Orlandi, Secretary
Medina County Board of DD