

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
April 25, 2016

I. Call to Order

The Regular Board Meeting was called to order by President, Ms. Thomas Fain, at 5:04 p.m. Board Members present included: Ms. Thomas Fain, Ms. Barnes Brown, Mr. Daugherty, Mr. Perkins, Ms. Holmes, Ms. Orlandi, and Ms. Morrison.

Ms. Thomas Fain stated that the agenda has been revised.

Others present: Jim Brown, Windfall Industries

Staff present: Ms. Davis-Kramp, Mr. Goebel, Ms. Lees, Ms. Hetkey, Ms. Wilbraham, Ms. Finnerty, Mr. Bluebond, Ms. Majoros, Ms. Davis, Ms. Bohner, and Mr. Dryer.

II. Executive Session

Motion was made by Ms. Barnes Brown, seconded by Ms. Holmes, to enter into Executive Session at 5:05 p.m. for the following reasons:

- A. To Consider Matters to be kept Confidential by Federal Law or Regulations or State Statute.
- B. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

The Board exited Executive Session at 5:20 p.m.

General Session began at 5:45 p.m.

III. General Session

- A. Pledge of Allegiance**
- B. Mission Statement Affirmation**
- C. Approval of Minutes**

Motion was made by Mr. Daugherty, seconded by Ms. Morrison, to approve the minutes from the Regular Board Meeting on March 28, 2016.

Ms. Holmes and Ms. Orlandi abstained. All others voted “yes”. Motion passed.

D. Presentation

Jim Brown from Windfall Industries (WI) presented on Prevailing Wage. The presentation included the following information:

- Commensurate Wage Certificate
 - Authorizes special minimum wage

- Must be re-applied for every two years with the Department of Labor (DOL) and must provide the following:
 - A prevailing wage survey – wage paid to an experienced worker, without a disability, for the work.
 - Must have a minimum of three sources and must be local. Mr. Brown showed an example of the calculation.
 - Time studies for the four largest jobs
 - Mr. Brown shared information on the KONG time study and how the piece rate is determined based on how many units are done in 600 seconds.
 - All workers, individually listed by name, their primary disability, type of work, and average earnings per hour.
- Mr. Brown distributed copies of Windfall Industries’ Special Minimum Wage Certificate, the Prevailing Wage Survey letter, Disabled for the Work form, and the WI Confidential Wage Rate Survey form.
 - The Disabled for the Work form includes the primary and secondary disabilities and a brief statement regarding the impact on productivity.
- WI only pays piece rate for hand packager work.
- WI no longer pays hourly special minimum wage; it was discontinued in 2015 with the renewal of the rest area contracts.
- Everyone is now paid minimum wage, \$8.10, if paid hourly at WI.
- Requirements:
 - Must be certified with DOL
 - Initial evaluation must be done within 30 days of start date
 - Evaluations must be done at least every six months thereafter
 - Basis is on productivity level of each individual worker
 - Prevailing wage for each job
 - Separate evaluation for each job
- Mr. Brown shared some statistics that were requested at a previous meeting. They are as follows: (from December 2015)
 - The number of individuals working at the Work Center – 92
 - The number of individuals working at MAP – 66
 - The number of individuals working at AI Root - 96

The Board thanked Mr. Brown for his presentation.

E. Old Business

1. There was no Old Business this month.

F. New Business

1. Abolishment and Creation of Positions Resolution #08-16 (ACTION)

Motion was made by Ms. Barnes Brown, seconded by Ms. Holmes, to abolish the following positions: CDL Driver (3), Vehicle Operator Assistant (1); and to create the following positions: Van Driver (3).

Three routes no longer require the use of a bus; transporting the individuals on the routes can be more efficiently accomplished through the use of vans. Only two of the three routes will require a vehicle operator assistant. This resolution will result in continuity of services for the individuals, a reduction in transportation costs for the agency, and will assist with the transportation department goals of transitioning from school buses to vans.

Ms. Holmes asked if the same staff in the positions that are being abolished would be filling the new van driver positions. Ms. Davis stated that although a pay cut would be involved, they would be offered the positions first. Staff could also work additional sub hours in the Adult Services department to make up for lost hours and/or wages.

Motion passed with a unanimous "aye" vote.

2. 2016-2017 Windfall School Calendar and 2017 MCBDD Agency Calendar (ACTION)

Motion was made by Ms. Orlandi, seconded by Mr. Daugherty, to approve the 2016-2017 Windfall School Calendar and the 2017 MCBDD Agency Calendar, as presented.

The agency calendars are done at this time of year and coincide, as much as possible, with the other Medina County schools.

Mr. Daugherty asked the Superintendent if all county boards take time off in December. The Superintendent stated that not all county boards do, but it depends on the union contract language. The Superintendent stated that winter break is included in the contract language for the MCBDD.

Motion passed with a unanimous "aye" vote.

G. Discussion Items

1. Board Retreat

The Superintendent distributed the agenda for the Board Retreat on May 2, 2016. She stated that per request of the Board, a segment on waivers was added and will be facilitated by Ms. Wilbraham. Mr. Daugherty stated that he was hoping for more time spent on transformation. The Superintendent will look at the agenda and see if adjustments need to be made. Ms. Barnes Brown asked if the transformation portion of the Operating Plan could be pulled out. The Superintendent stated that she is already working on that.

2. Consultation for Transformation

The Superintendent distributed a document that contained questions from Mr. Perkins regarding the Consultation for Transformation. The document contained answers to his questions by Mr. Goebel and Mr. Bluebond. The Superintendent stated that she has been in talks with two individuals who are very knowledgeable of current state and federal mandates. A contract with deliverables will be presented at the May Board Meeting. The start date of the contract would be June 1, 2016.

3. Center for Marketing and Opinion Research (CMOR) Survey Proposal

Ms. Finnerty stated that with the upcoming transformation of the MCBDD, it would be beneficial to have a baseline for data collection. Ms. Finnerty researched several agencies to assist with a large scale satisfaction survey for parents, guardians, and individuals. CMOR, used by the MCBDD before, was found to offer a very thorough survey that includes face to face interviews and phone questions to identify gaps in service. CMOR has worked with many other county boards. They will be provided with about 1,300 contact numbers and will do a sampling of approximately 7% of parents, guardians, and individuals.

Mr. Bluebond stated that this will be beneficial at this time because the housing survey can be included in the CMOR Survey. This will save money, as well as time and effort. The cost for the survey is \$14,750.00. There is money in the budget for this survey.

Mr. Daugherty stated that we need to think about how we can assist providers with this survey. It was stated that the results will be shared with providers.

The Board is in consensus to move forward with CMOR conducting the survey.

G. Reports Review

- Superintendent's Report – The Superintendent did not review the report but was open for questions or comments:
 - Mr. Goebel asked the Board if the information being presented in the Technology section was adequate. The Board is satisfied with the information being provided.
 - Mr. Daugherty stated that the Board would like to see a business report from MedinaMade after they have been open for about six months.
 - Ms. Barnes Brown asked why there was a corrective action plan regarding the OOD contract. The Superintendent stated that it was due to deliverables not being met.
 - Mr. Daugherty asked about the nine vacancies listed under Medina Creative Housing (MCH). Mr. Bluebond stated that there are only four usable vacancies. There are a few that are situational, meaning individuals living there cannot have a roommate. Money paid to MCH that does not get used will be refunded to us through the end of the year reconciliation.
 - Mr. Daugherty asked why the MCBDD is collaborating with the Medina Metropolitan Housing Authority (MMHA) on additional housing if we currently have vacancies. Mr. Bluebond stated that since there appeared to be no immediate need for additional housing, MMHA will move on to another project.
 - Ms. Morrison asked if there is a waiting list for housing. Mr. Bluebond stated that there are about 300 people on the waiting list for Housing and Urban Development (HUD) units, which are subsidized. The vacancies listed in the Superintendent's Report are not subsidized housing, meaning the occupant pays the full rent. There is no waiting list for these.
 - Mr. Perkins asked about the NEON Bridges Program. Mr. Dryer stated that it is similar to the current OOD contract, but does have some better components,

such as easier to meet deliverables and an additional staff. Although it is not currently being offered in Medina County, Mr. Dryer has been working on making this program available in Medina County for use with the OOD contract.

- Mr. Perkins asked Ms. Hetkey if a webinar could be produced and placed on the website to explain the new tax-free investment accounts for people with disabilities (ABLE). Ms. Hetkey stated that she has looked into this and there is a cost involved. She stated that the state has a website with the information and she is not sure what information we could give that is not already out there. Ms. Hetkey stated that she would be happy to send more resource information out to parents, guardians, and individuals though.
- Mr. Perkins asked Ms. Hetkey about making some changes to the agency website regarding the links. Ms. Hetkey stated that she has been working with Mr. Eup, Network Administrator, to “clean up” the website, including the links.
- Mr. Perkins asked if an extension would be applied for in order for Windfall School to achieve the 5-Star Rating since the invitation may come in June when the teachers and assistants are not available. There is a lot of paperwork involved in the process. Dr. Stanley Bryson is looking into this and the Superintendent will send an email to all Board Members as soon as more information is received.
- Ms. Barnes Brown gave kudos to Adult Services for the regional clubs and the MedinaMade flavor at the Chill Artisan Ice Cream shop.
- The Superintendent gave an update on Ms. Tanski’s parent group, Save Our System (S.O.S.). She stated that there are approximately four or five attendees at each meeting and they vary. There has also been some activity on the S.O.S. Facebook account.
- Charlie Arndt, formerly of the Ohio Association of County Boards, is one of the individuals being considered for the Consultation for the Transformation project. The other individual is the former CFO of the Cuyahoga County Board of DD.
- Financial Report - Mr. Bluebond reviewed the Financial Report. The following was discussed:
 - The first levy payment was received. It was more than anticipated.
 - Of the financially “healthy” counties across the state, we are right in the middle with our fund balance amount. Talks with the county will begin in August regarding the fund balance.
- Voucher Report(s) - There were no questions on the Voucher Reports.
- MCBDD Enrollee Statistics Report – There were no questions on the Enrollee Stats Report.
- Provider Report – It was asked if this information would be included in the Board Retreat. The Superintendent stated that it would be included.
- MUI Report – There were no questions on the MUI Report.
- Personnel Report – There were no questions on the Personnel Report.

The Board feels that the reports are very well done and give appropriate information.

The Superintendent stated that the Board is welcome to email her with any questions or comments regarding the reports.

H. Public Relations

- April is Autism Awareness Month
 - An ad series was in the Gazette and Post newspapers.
 - There were also articles on developmental milestones.
- Movers For Moms donation campaign
 - The campaign ends next Wednesday.
 - Last year, the MCBDD was one of the largest contributors to the effort.
- The New Directions Newsletter will include the following information:
 - Reinventing community inclusion.
 - Reshaping service provision.
 - Reinvesting resources to empower and promote quality systems.
 - The Public Forum will be held on Tuesday, June 7th, from 6-8pm.
- The Vanderhaven Group
 - The second article and video shoot will be in May and will focus on the employer side of issues.
- There will be a new Upcoming Events E-Newsletter, as needed.
- The Medina Gazette will do a series of human interest stories on EI, employment, and autism.
- Upcoming Events:
 - Wadsworth Family Fun Carnival on 5/7.
 - Medina County Baby Fair on 5/14.
 - Free Community Shred Day on 5/21.
 - Ice Cream Social on 6/30.
 - Medina County Senior Day on 6/17.
- Patti will work with the press to do a write up on Kathy Miller and her retirement and introduce Michelle Schafer as her replacement.

I. Open Forum (Board Policy 2.4.4)

Reminders: The Board Retreat is Monday, May 2nd, from 5-8:30pm at the MCAC and the next Board Meeting is Monday, May 23rd, at 5pm.

IV. Adjournment

Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to adjourn the meeting at 8:02 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