

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Regular Board Meeting Minutes**  
**December 11, 2017**

**I. Call to Order**

The MCBDD Board Meeting was called to order by Board President, Ms. Thomas Fain, at 5:07 p.m. Other Board Members present included the following: Ms. Barnes Brown, Ms. Morrison, Ms. Albrecht, Mr. Carroll, Mr. Hartman, and Ms. Orlandi.

Staff present included the following: Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Hetkey, Ms. Majoros, Ms. Davis, Ms. Wilbraham, Ms. Hunt, Mr. Dryer, Ms. Bohner, Ms. Brodzenski, Dr. Stanley Bryson, and Ms. Bates.

Others present included the following: Parents, Fran Koenig, Barbara Drager, and Patty Manning; Diane DePasquale-Hagerty, Sharon Biggins, and James Derry from Medina Creative Housing; Alicia Foss; and Tom and Christy Mattey (and children). Ms. Mattey will be a new Board Member in 2018.

**II. Executive Session**

A Motion was made by Ms. Albrecht, seconded by Mr. Hartman, 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.
- B. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- C. Conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action.

The Motion passed with a unanimous "yes" vote. The Board entered into Executive Session at 5:10 p.m. Mr. Bluebond was asked to give the Board five minutes to have a discussion and then he and Ms. Wilbraham were to join the Executive Session. The Board exited Executive Session at 6:02 p.m.

**III. General Session**

**A. Pledge of Allegiance**

**B. Mission Statement Affirmation**

**C. Swearing in of New Board Members**

Commissioner Bill Hutson was not in attendance to swear in Ms. Mattey and Ms. Orlandi for new terms beginning January 1, 2018. Ms. Lees will contact Commissioner Hutson to set up another time to swear them in.

#### **D. Board Member Retirement Clock Presentation**

The Board President and Superintendent presented Ms. Barnes Brown with a beautiful retirement clock in appreciation of her many years of service to not only the MCBDD Board, but also as a staff member. Ms. Barnes Brown was hired full-time as a Nurse in 1983 and worked for the Board until she retired in 2006. She has served on the Board since 2008. She has been a wonderful advocate for individuals with disabilities and after retiring from the Board, plans to continue her involvement with the MCBDD while using her dogs as therapy pets.

#### **E. Approval of Minutes**

1. Acceptance of the Notes from the 2018 Operating Plan Public Forum, November 8, 2017

A Motion was made by Ms. Albrecht, seconded by Mr. Carroll, to accept the Notes from the 2018 Operating Plan Public Forum on November 8, 2017.

There was no discussion. The Motion was approved with a unanimous “yes” vote.

2. Acceptance of the Notes from the 2018 Operating Plan Public Forum, November 13, 2017

A Motion was made by Mr. Carroll, seconded by Mr. Hartman, to accept the Notes from the 2018 Operating Plan Public Forum on November 13, 2017.

A Board Member asked if Mr. Bluebond used the words “phased out” when responding to a parent’s question. Ms. Lees will listen to the tape and revise the wording if applicable. The Motion was amended to include correction of the wording, if necessary. All voted “yes”. The Motion was approved.

3. Approval of the Minutes from the Regular Board Meeting, November 13, 2017

A Motion was made by Ms. Albrecht, seconded by Mr. Hartman, to approve the minutes from the Regular Board Meeting on November 13, 2017.

There was no discussion. The Motion was approved with a unanimous “yes” vote.

**F. Old Business** -- There was no Old Business.

#### **G. Public Relations**

Most Community Relations efforts are now revolving around planning for 2018. The MCBDD participated in the following events:

- Leadership Medina County’s Health and Human Services Day
- Hat and Glove Drive
- Shop Local Wadsworth

Upcoming events include the following:

- Build a Bear with Judge Dunn on December 12, 2017
- Red Cross Blood Drive on January 16, 2018

## **H. New Business**

### **1. 2017 Ellis Michael Contract Amendment Resolution #30-17 (ACTION)**

A Motion was made by Mr. Carroll, seconded by Ms. Barnes Brown, to authorize the Superintendent to amend the contract with Ellis Michael to increase the following services: **Locally Funded Non-Medical Transportation**. The contract will remain effective from January 1, 2017, through December 31, 2017, for an amount not to exceed \$120,000.00. Mr. Hartman suggested that if Ellis Michael is an LLC or Inc., that it be included on the contract.

The Motion was approved with a unanimous "yes" vote.

### **2. 2018 Language Learning Assoc. Contract Resolution #31-17 (ACTION)**

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to authorize the Superintendent to enter into a contract with Language Learning Associates, LLC for the following services: **Speech Therapy, Physical Therapy, Physical Therapy Assistant, and Occupational Therapy**. The contract will be effective from January 1, 2018, through December 31, 2018, for an amount not to exceed \$150,680.00 for Speech Therapy, \$24,840.00 for Physical Therapy Assistant services, \$59,500.00 for Physical Therapy services, and \$47,580.00 for Occupational Therapy for a total of \$282,600.00. Mr. Hartman asked if it is a concern that the contract uses two different names: Language Learning and PRN Therapy Company. It was stated that this is not uncommon for this type of contract. Mr. Hartman made the following recommendations for the contract: remove Interim from the Superintendent title line, use Dr. Stanley Bryson's title rather than her name on the signature page, and make sure the correct name of the agency is above the signature line.

The Motion was approved with a unanimous "yes" vote.

### **3. Non-Federal Share of Medicaid Expenditures Resolution #32-17 (ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to authorize the following: The Medina County Board of DD will spend up to a total of \$5,519,534.00, in calendar year 2018, to pay the Non-Federal Share of Medicaid services as required by Section 5126.0511(A)(5) of the Ohio Revised Code. This amount shall be adequate to assure that Medicaid services will be available in the county in a manner that conforms to all applicable state and federal laws.

The Motion was approved with a unanimous "yes" vote.

### **4. Windfall Industries Contract Resolution #33-17 (ACTION)**

A Motion was made by Mr. Carroll, seconded by Ms. Barnes Brown, to authorize the Superintendent to enter into a contract with Windfall Industries for consumer employment. The contract will be effective from January 1, 2018, through December 31, 2018, for an amount not to exceed \$407,121.11. The contract provides for payment of work adjustment wages to individuals served by the MCBDD, management of the cafeteria, and for providing work. Mr. Hartman recommended removing the word Interim from the Superintendent title line. Mr. Hartman asked if invoices always go to the Confidential Business Clerk prior to the Business Director. Mr. Bluebond stated that all invoices start with the Confidential Business Clerk.

The Motion was approved with a unanimous "yes" vote.

**5. 2018 Operating Plan Resolution #34-17 (ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to approve the 2018 Operating Plan as presented. Ms. Finnerty stated that changes were made based on the feedback from the Public Forums. Mr. Bluebond thanked the Board and all who assisted in the development of the 2018 Operating Plan.

The Motion was approved with a unanimous "yes" vote.

**6. Appropriation Transfer Resolution #36-17 (ACTION)**

A Motion was made by Ms. Morrison, seconded by Mr. Carroll, to authorize the Medina County Auditor to make the appropriation transfers listed in the resolution for the purpose of adjusting appropriations for salaries and benefits for reassignment of positions during 2017. Reassignment of positions included creation of an Early Intervention Coordinator and interim positions for the Superintendent and the Director of Business.

The Motion passed with a unanimous "yes" vote.

**7. Memorandum of Understand with Medina Creative Housing (MCH) Resolution #37-17 (ACTION)**

A Motion was made by Ms. Orlandi, seconded by Ms. Barnes Brown, to authorize the Superintendent to enter into a Memorandum of Understanding (MOU) with Medina Creative Housing to support the development of four (4) units of housing. The Memorandum of Understanding would be effective immediately. Per the terms of the MOU, the cost to MCBDD would be up to \$26,000.00 per year, for fifteen (15) years, for a total of \$390,000.00. Ms. Albrecht requested the definition of Tech Assisted. Dianne DePasquale-Hagerty of MCH stated that it can be the built in ability to monitor, wireless access, or a switch. Consultants will be used to design the units based on the needs of the individual. MCH will work with SSAs to determine who will occupy the units, which won't be available until 2019. The 15-year commitment is part of the grant involved in the project. There was some concern regarding the dollar amount and the length of the MOU.

The Motion was approved with a unanimous "yes" vote.

**8. Medina Creative Housing Contract Amendment Resolution #38-17 (ACTION)**

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to authorize the Superintendent to amend the contract with Medina Creative Housing to increase the following services: **Rent Subsidy- Operational Deficit**. The contract will remain effective for an additional year for the period January 1, 2018, through December 31, 2018, for an amount not to exceed 170,340.00 for the additional year. This agreement offers a subsidy of the rents paid by eligible individuals. This is an extension of the current three-year contract. The funds are used to keep rent at the county average. The Board has worked with MCH for 25 years. Mr. Bluebond asked if any of the Board Members should abstain from this vote due a conflict of interest. Mr. Hartman stated that his son lives in an MCH unit.

Mr. Hartman abstained. All others voted "yes". The Motion passed.

**9. Fleet and Liability Insurance Resolution #39-17 (ACTION)**

A Motion was made by Ms. Orlandi, seconded by Mr. Carroll, to authorize the Superintendent to purchase \$3M fleet insurance for \$26,310.00, \$1M/\$3M general liability insurance for \$19,334.00, and \$1M violence insurance for \$413.00 from Hylant Administrative Services, LLC for the Ohio School Plan policy. The coverage period is January 1, 2018, to December 31, 2018. The total proposed cost of fleet and general liability insurance for 2018 is \$44,416.00. The increase in cost represents a 5% increase from 2017. The question was raised regarding what Violence Insurance covers. It covers acts of violence on MCBDD grounds, but nothing offsite. Fleet insurance will decrease as the number of vehicles decreases.

The Motion was approved with a unanimous "yes" vote.

**10. Policy Review and Approval (ACTION)**

Ms. Finnerty reviewed the policy changes and questions from the Board were addressed. A Motion was made by Ms. Morrison, seconded by Ms. Barnes Brown to approve the policy changes for the following: 2.6 Ethics, 10 Adult Services, and 7 Service and Support Administration. These changes are needed in order to meet CARF Accreditation standards. Mr. Carroll requested that in the future the changes be color coded to reflect what changes are rule-based vs. other reasons.

The Motion was approved with a unanimous "yes" vote.

**11. Nominating Committee and Annual Organization Meeting Dates and Committee Selection (ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to accept the following:

- The Nominating Committee consisting of Ms. Orlandi, Ms. Morrison, and Mr. Carroll will meet at 4:30 p.m. on January 22, 2018, to recommend the slate of Board Officers for 2018; and
- The Annual Organization Meeting will be held on January 22, 2018, at 5:00 p.m.; and
- The MCBDD Regular Board Meeting will be held on January 22, 2018, at 5:30 p.m.

The Motion passed with a unanimous "yes" vote.

**12. Individual Board Member Self Evaluations**

Mr. Bluebond asked the Board Members to complete the Self Evaluations and return to Ms. Lees by January 16, 2018. Ms. Lees will send an electronic version to the Board Members and add a "good" choice.

**I. Discussion Items**

**1. Strategic Planning**

Dave Hartman was appointed to work with Mr. Bluebond to select a consulting agency to assist the Board with the development of a strategic plan. Mr. Hartman accepted.

## 2. The non-profit LLC

Mr. Bluebond stated that Management Team discussed the financial support of a new non-profit and the pros and cons. They were shared with the Board. It is Management Team's recommendation that the Call for Solutions process be used to meet the service needs of individuals. This is a fair and equitable solution across the board for providers. If the new LLC would like to submit a business plan as part of their Call for Solutions, the Board would be happy to review and consider their proposal. Ms. Albrecht is in agreement and is pleased with Management Team's recommendation, stating that more providers involved means more possible solutions. Mr. Bluebond stated that we will take this consensus back to the community. Mr. Bluebond stated that we will continue to monitor the DODD's comments on services in locations such as the Achievement Center, but our plan is to continue to serve individuals in the building. Mr. Bluebond also stated that it has been very difficult to find a scenario that would work in regard to staff moving to another provider agency and keeping their OPERS (Ohio Public Employee's Retirement System) retirement. Ms. Davis reviewed some of the barriers.

### J. Reports Review

- Superintendent's Report – The following was discussed:
  - The new waiver rule is still in draft format. Ms. Wilbraham stated that it will be a long process to implement the changes with new enrollees as well as existing individuals.
  - The Levy Committee has not yet been formed. Mr. Bluebond will meet again with Alice Kanta in January regarding committee formation.
  - Beginning in 2018, all emails to Board Members will be sent through the agency email that was set up for each Board Member. Personal email accounts will no longer be used.
  - Mr. Hartman stated that there is no place to donate to Special Olympics on the website. Mr. Bluebond recalled that there may have been a reason we were unable to have a place to donate to Special Olympics on our website. He will look into it.
  - Mr. Dryer has met with three providers regarding partnering at the MedinaMade store. Mr. Dryer will review the results of the meetings and make a recommendation to the Superintendent and the Board.
- Financial Report - Ms. Bates reviewed the Financial Report. The following was discussed:
  - Revenue:
    - Ms. Bates had no concerns.
    - We received notification that the 2013 Cost Report was settled and a payment of \$753,000.00 will be coming, although most likely not in 2017.
  - Expenditures:
    - November was a two-pay month.
    - Ms. Bates will add a transfer column to the report next year to show transfers between accounts.
  - Cash Balance – No comments.
  - Cost per Individual – This has remained consistent.
- Voucher Reports – Ms. Bates asked if there were any questions on the Voucher Reports and stated the following:

- The Boiler Project is now completely paid for. Payments were broken down based on Purchase Orders and how the invoices came in.
- Mr. Hartman asked if there were a lot of vehicles at the center and if they are used by staff to attend meetings, etc. Ms. Bohner stated that there are about 15 vehicles between the Community Building, Windfall School, and Adult Services. Staff use the vehicles for outings and we have to shuffle the use to accommodate all needs.
- A Motion was made by Ms. Morrison, seconded by Mr. Hartman, to approve Resolution #35-17 to accept the Financial Reports for November, 2017. The Motion was approved with a unanimous “yes” vote.
- MCBDD Enrollee Statistics Report – The following was reviewed:
  - Mr. Dryer explained the increase in the community employment number as an error in coding within Gatekeeper. One hundred twenty individuals employed is correct.
- The Provider Report was reviewed. There were no questions from the Board.
- Personnel Control Report – The Personnel Control Report was reviewed. There were no questions from the Board.

#### **K. Open Forum**

Ms. Albrecht reviewed portions of Board Policy 2.4.4 which states that the Board has the right to ask questions or ask for clarification from a speaker, as well as the right to either address or not address the issue at that time. The Board can request that a concern be submitted in writing in order to be reviewed and investigated. The policy also states that there should be a mutual respect between the Board and the speaker.

#### **Barbara Drager**

Ms. Drager stated that her passion is for the safety of individuals with disabilities. She shared some positive experiences she has had with providers interacting with her son.

#### **Fran Koenig**

Ms. Koenig stated that she loved having Sue Barnes Brown as a Nurse at the MCAC and that the current Nurses are also very good; however, parents still have concerns. She stated that she understands that not all individuals are able to work in the community. She stated she was encouraged to hear the comments tonight about everyone working together for the good of the individuals. She expressed concern regarding training within agencies where incidents have occurred.

#### **IV. Adjournment**

A Motion was made by Ms. Orlandi, seconded by Mr. Hartman, to adjourn the meeting at 8:38 p.m. The Motion passed with a unanimous “yes” vote.

#### **FOR APPROVAL**

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Board Chair  
Medina County Board of DD

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Secretary  
Medina County Board of DD