

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
December 12, 2016

I. Call to Order

The Regular Board Meeting was called to order by President, Ms. Thomas Fain, at 5:01 p.m. Board Members present included Ms. Barnes Brown (arrived at 5:06 p.m.), Mr. Perkins, Ms. Orlandi, Ms. Thomas Fain, Ms. Morrison, Mr. Daugherty, and Ms. Holmes.

Staff present included Ms. Davis-Kramp, Ms. Lees, Mr. Goebel, Ms. Hunt, Mr. Bluebond, Ms. Davis, Ms. Wilbraham, Ms. Majoros, Ms. Finnerty, Mr. Khadige, and Ms. Bohner.

Also present was newly assigned Board Member, Wayne Carroll.

II. Executive Session

Motion was made by Ms. Morrison, seconded by Ms. Holmes, to enter into Executive Session for the following reasons:

- A. To consider matters to be kept confidential by Federal Law or Regulation 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.

Motion passed with a unanimous "aye" vote. The Board entered into Executive Session at 5:03 p.m.

The Board exited Executive Session at 5:58 p.m. General Session resumed at 6:05 p.m.

III. General Session

A. Pledge of Allegiance

B. Mission Statement Affirmation

C. Approval of Minutes

- 1. Approval of the minutes from the Regular Board Meeting, November 14, 2016**

A Motion was made by Mr. Daugherty to approve the minutes. Ms. Holmes stated that her name was not listed as being in attendance. A Motion was made by Ms. Orlandi to approve the minutes from the November 14, 2016, Board Meeting with the correction that Ms. Holmes was in attendance. It was seconded by Ms. Morrison.

The Motion passed with a unanimous "aye" vote.

2. Approval of the Minutes from the Open Forum Meeting, November 14, 2016

A Motion was made by Ms. Barnes Brown, seconded by Ms. Holmes, to approve the minutes from the Open Forum Meeting on November 14, 2016.

The Motion passed with a unanimous “aye” vote.

D. Presentations

1. Retirement Presentation – Kent Daugherty

Superintendent Davis-Kramp presented Mr. Daugherty with a beautiful clock, inscribed with the years that he served on the MCBDD Board. She thanked him for his dedication to the individuals we serve and stated that he has been a wonderful Board Member and mentor for her, as well. Superintendent Davis-Kramp stated that the citizens of Medina County and the MCBDD was very fortunate to have Mr. Daugherty as a Board Member and that he will be missed. Mr. Daugherty stated that he enjoyed his terms on the Board and encourages the current and future Boards to challenge each other. He also said that he very much enjoyed the process of selecting the Superintendent and knows that the Board made the right choice when selecting Ms. Davis-Kramp.

2. TTx Golf Outing Donation Presentation

Ms. Hetkey was not in attendance at the Board Meeting; therefore, Ms. Finnerty presented a check for \$6,000.00, a donation from the TTX Golf Outing Fundraiser, to the Board President and the Superintendent. Ms. Davis-Kramp thanked all the staff who participated and helped make this event a success.

E. Old Business

1. There was no Old Business.

F. New Business

1. Non-Federal Share of Medicaid Expenditures Resolution #26-16 (ACTION)

A Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to approve Resolution #26-16 to authorize the Medina County Board of DD to spend up to a total of \$3,602,435.00, in calendar year 2017, to pay the non-federal share of Medicaid services as required by Section 5126.0511(A)(5) of the Ohio Revised Code.

The Motion was approved with a unanimous “aye” vote.

2. Abolishment and Creation of Position Resolution #27-16 (ACTION)

A Motion was made by Ms. Morrison, seconded by Ms. Barnes Brown, to approve Resolution #27-16 to abolish the following positions: **Department Supervisor (1), Habilitation Assistant 25 hours per week (2), Vehicle Operator (2)**; and to create the following positions: **Community Support Specialist (3)**. Four of the five positions being requested for abolishment are currently vacant and the fifth position is expected to be vacant in the near future; therefore, this request will not result in displacement for any of our current staff. This request will result in a reduction of expenses in salary and benefits.

The Motion was approved with a unanimous “aye” vote.

3. Fleet and Liability Insurance Resolution #28-16 (ACTION)

A motion was made by Mr. Daugherty, seconded by Ms. Morrison, to approve Resolution #28-16 to authorize the Superintendent to purchase \$3M fleet insurance for \$24,459.00, \$1M/\$3M general liability insurance for \$19,263.00, and \$1M violence insurance for \$424.00 from Hylant Administrative Services, LLC for the Ohio School Plan policy. The coverage period is January 1, 2017, to December 31, 2017. The 2017 liability insurance proposal from Hylant Administrative Services is a \$1,684.00 increase over the 2016 insurance policy and includes additional coverage for back wages. Fleet insurance is a \$1,984.00 increase over the 2016 insurance policy. Violence insurance is a \$50.00 increase over the 2016 policy. The total proposed cost of fleet and general liability insurance for 2017 is \$44,146.00. The increase in cost for insurance is due to the addition of vehicles and the growth in individuals served.

The Motion was approved with a unanimous “aye” vote.

4. 2017 Invo Healthcare Contract Resolution #29-16 (ACTION)

A motion was made by Ms. Orlandi, seconded by Ms. Holmes, to approve Resolution #29-16 to authorize the Superintendent to enter into a contract with Invo Healthcare for the following services: **Occupational Therapy Assistant (COTA), not to exceed \$47,700.00**. The contract will be effective from January 1, 2017, through December 31, 2017, for an amount not to exceed \$47,700.00 for 1,084 hours of Occupational Therapy Assistant services at \$44.00 per hour. The 2017 Invo Healthcare contract will provide Occupational Therapy Assistant services for children in Windfall School at the same rate as the 2016 contract.

The Motion passed with a unanimous “aye” vote.

5. 2017 Language Learning Assoc., LLC Contract Resolution #30-16 (ACTION)

A motion was made by Ms. Barnes Brown, seconded by Ms. Morrison, to approve Resolution #30-16 to authorize the Superintendent to enter into a contract with Language Learning Associates, LLC for the following services: **Speech Therapy, Physical Therapy Assistant, Occupational Therapy**. The contract will be effective from January 1, 2017, through December 31, 2017, for an amount not to exceed \$215,680.00 for Speech Therapy, \$24,840.00 for Physical Therapy Assistant services, and \$89,088.00 for Occupational Therapy for a total of \$331,108.00. Language Learning Associates, LLC provides Speech Therapy for children in Windfall School and in Early Intervention at a rate of \$57.00 per hour and travel is reimbursed at \$0.50 per mile. Language Learning Associates, LLC provides Physical Therapy Assistant services for children in Windfall School at a rate of \$45.00 per hour. Language Learning Associates, LLC provides Occupational Therapy for children in Windfall School and in Early Intervention at a rate of \$58.00 per hour, and travel is reimbursed at \$0.50 per mile. The 2017 rates and total funds expended represent no increase from the contracts for 2016.

The Motion passed with a unanimous “aye” vote.

6. 2017 Windfall Ind. Contract – Grounds Maintenance Resolution #31-16 (ACTION)

A motion was made by Ms. Holmes, seconded by Barnes Brown, to approve Resolution #31-16 to authorize the Superintendent to enter into a contract with Windfall Industries for grounds maintenance services. The contract will be effective from March 13, 2017, through November 30, 2017, for an amount not to exceed \$33,817.44. The 2017 contract with Windfall Industries for grounds maintenance provides for payment of work adjustment wages to individuals providing contracted lawn care services and for the maintenance of specified Achievement Center grounds.

The Motion passed with a unanimous “aye” vote.

7. 2017 Windfall Industries Contract Resolution #32-16 (ACTION)

A motion was made by Mr. Daugherty, seconded by Ms. Holmes, to approve Resolution #32-16 to authorize the Superintendent to enter into a contract with Windfall Industries for consumer employment. The contract will be effective from January 1, 2017, through December 31, 2017, for an amount not to exceed \$485,545.37. The 2017 Windfall Industries Contract provides for payment of work adjustment wages to individuals served by the MCBDD, management of the cafeteria, and for providing work.

Mr. Daugherty stated that he likes the way the Windfall Contract was put together this year. It is easier to understand. He suggested that AI Root be clearly indicated in the contract.

The Motion passed with a unanimous “aye” vote.

8. Excess Property Resolution #33-16 (ACTION)

A motion was made by Ms. Orlandi, seconded by Ms. Morrison, to approve Resolution #33-16 to declare the items listed as excess property and unusable by the Medina County Board of DD. This property will be sold through auction or other means as specified in ORC 307.12, Disposition of Unneeded, Obsolete or Unfit Personal Property. The Maintenance Department has inspected the MCBDD storage sites and determined that the listed property is obsolete or is no longer required by the MCBDD to provide services.

The Motion passed with a unanimous “aye” vote.

9. 2017 Northeast Ohio Network (NEON) Contract Resolution #34-16 (ACTION)

A motion was made by Ms. Barnes Brown, seconded by Mr. Daugherty, to approve Resolution #34-16 to authorize the Superintendent to enter into a contract with North East Ohio Network (NEON) for the following services: **Supported Living Administration, Provider Compliance Reviews, Quality Assessment Registered Nurse Services, Invoice Payment, Investment of Funds, MUI Investigations, Targeted Case Management, and other services on an as needed basis.** The contract will be effective from January 1, 2017, through December 31, 2017. The contract with NEON will authorize the Superintendent to purchase services from NEON at the rates specified in the 2017 contract. NEON also does benefit analysis, when requested.

The Motion passed with a unanimous “aye” vote.

10. 2016-2017 Opportunities for Ohioans with Disabilities (OOD) Contract Resolution #35-16 (ACTION)

A motion was made by Ms. Orlandi, seconded by Ms. Holmes, to approve Resolution #35-16 to authorize the Superintendent to enter into a contract with Opportunities for Ohioans with Disabilities (OOD) for Vocational Rehabilitation Services. The contract will be effective from October 1, 2016, through September 30, 2017, for an amount not to exceed \$119,935.31. This will enable us to continue our job development efforts with good fiscal leveraging. The contract represents two payments to OOD to cover MCBDD’s share of an OOD Vocational Counselor and consultation from OACB. In return, MCBDD will be paid for 1.5 FTE’s of Transition Specialist services. The amount paid to MCBDD by OOD will equal approximately the amount paid by MCBDD to OOD.

The OOD Contract (Bridges) is similar to the previous VRP3 contract but serves only transition students. OOD contracts with the OACB, and they oversee the contracts. The deliverables in the new contract are easier to meet than in the previous contract.

The Motion passed with a unanimous “aye” vote.

11. Employment Contracts Resolution #36-16 (ACTION)

A motion was made by Ms. Morrison, seconded by Ms. Holmes, to approve Resolution #36-16 to approve Employment Contracts for the individuals listed in the resolution, from January 1, 2017, through December 31, 2018.

The Motion was amended to include David Yaniga, Human Resource Specialist, in the list of contracts.

Administration believes that it is critical to maintain stability in the listed positions for the next two years as we move forward in the transition process. There are no increases scheduled for 2017 and no additional benefits are being added to existing contracts.

The Motion passed with a unanimous “aye” vote.

12. 2016-2018 Operating Plan Resolution #37-16 (ACTION)

A motion was made by Ms. Barnes Brown, seconded by Ms. Orlandi, to approve Resolution #37-16 to approve the 2016-2018 Operating Plan as presented. The Medina County Board of Developmental Disabilities is required to develop and adopt by resolution a strategic plan that meets the requirements of sections 5123:2-1-02 of the Ohio Administrative Code and sections [5126.04](#) and [5126.054](#) of the Ohio Revised Code.

The Motion passed with a unanimous “aye” vote.

13. Policy Review and Approval (ACTION)

A motion was made by Ms. Barnes Brown, seconded by Ms. Morrison, to approve the policy memo as presented.

The Motion passed with a unanimous “aye” vote.

14. Assignment of Nominating Committee Members for selection of 2017 Board Officials, Nominating Committee Meeting date and time, Annual Organizational Meeting date and time, and the Regular Board Meeting date and time.

Ms. Holmes, Ms. Barnes Brown, and Mr. Perkins volunteered to be the Nominating Committee Members for selection of the 2017 Board Officials.

A Motion was made by Mr. Daugherty, seconded by Ms. Morrison, to accept Ms. Holmes, Ms. Barnes Brown, and Mr. Perkins as the Nominating Committee Members; January 23, 2017, at 4:30 p.m. for the Nominating Committee Meeting date/time; January 23, 2017, at 5:00 p.m. for the Annual Organization Meeting date/time; and January 23, 2017, at 5:30 p.m. for the Regular Board Meeting date/time.

The Motion passed with a unanimous “aye” vote.

15. Individual Board Member Self Evaluations

All Board Members need to submit Self Evaluations to the Superintendent by January 23, 2017.

G. Discussion Items

1. 2017 Board Meeting Presentations – Ms. Davis-Kramp asked the Board what they would like to have for presentations in 2017. The following are currently scheduled to occur in 2017: Joe Russel from OACB to present on public policy and analysis; Kris Qualich to present on the C3PO Program; and Kathy Wilbraham, Director of SSA, to present on Eligibility. Ms. Barnes Brown suggested that the mandatory board trainings be done together, followed by a discussion. Ms. Davis-Kramp suggested a Board Retreat to accomplish this. It was also requested that self-advocates present, as well as more information on the Assistive Technology Program.
2. Living Well Medina County – Living Well Medina County is a collaborative effort by nonprofit, public, and private sector partners that conducts health and quality-of-life assessments to identify and prioritize county needs and then educates Medina County stakeholders about the data, needs, and progress made in addressing those needs. The vision of LWMC is Creating and Implementing a Community Vision that Promotes Living Well in Medina County. The hope is that this collaborative effort is a step along the journey that we all are taking to ensure that Medina County is the best place to live, work, and play.
3. New Board Member for 2017 – Congratulations are extended to Mr. Wayne Carroll. He has been chosen by the Medina County Commissioners as the MCBDD’s newest Board Member to replace Mr. Kent Daugherty. We look forward to working with Mr. Carroll.

H. Reports Review

- Superintendent's Report – The following was discussed by the Superintendent:
 - We are very happy to have Joe Russell at the OACB. He comes with much experience.
 - Ms. Davis-Kramp encouraged the Board Members to read about “Maine’s Failing System” in the Board Report.
 - Pam Hunt has accepted the Director of Adult Day Services position and Mr. Dryer has accepted the Director of Community Employment position, effective January 2, 2017.
- Financial Report – Mr. Bluebond reviewed and stated the following:
 - Revenue through November is about a 10% increase over budget.
 - Expenses will probably run under budget. This is, in part, due to 17 vacancies among staff.
 - There has been an increase of 115 individual since January of 2015. Most of the increase occurred in EI services. This increase in enrollees decreases the cost per person.
- Voucher Report – The Director of Business reviewed and stated the following:
 - On the November 29th voucher, a replacement bus was paid for with insurance money.
 - We paid our share of the county audit this year; this is a yearly occurrence.
 - We purchased one van and two new vans will arrive tomorrow.
 - The contract with Medina Creative Housing ends at the end of 2017. Before the year is up, we will discuss the contract.
 - Medina Creative Housing is now interested in building low-income housing, as well as housing for individuals with disabilities: this would change their mission. They have received “soft support” from DODD.
- Enrollee Stats – There were no questions from the Board regarding the Enrollee Stats Report.
- Provider Report – There were no questions from the Board regarding the Provider Report.
- MUI Monthly Report
 - No trends have been noted thus far on the MUI Report.
 - All deaths are reported as an MUI; then an investigation takes place before a final determination is made.
- Personnel Report
 - Some of the five vacant HA positions were abolished in a resolution at tonight’s meeting. Many staff are currently on temporary contracts rather than hired in as permanent staff.

I. Public Relations

- Year-end projects for 2016 are wrapping up and we are preparing for 2017 and the 50th Anniversary of Ohio County Boards. The theme of the year will be “Celebrating Our Past. Embracing Our Future.”

- The “Baby It’s Cold Outside” hat and glove drive ended on December 2, 2016. Donations went to Salvation Army Offices. Over 1,000 items were donated this year.
- We participated in the *Shop Local* events in Medina and Wadsworth. This raised awareness of the MedinaMade store. We also donated a gift basket of some available products in the store.
- Probate Judge Kevin Dunn delivered “Build A Bears” to Windfall School. Over 50 bears were distributed to EI and Preschool. There was great newspaper coverage on the front page of the Medina Gazette. This program runs entirely on donations from the community.

J. Open Forum (Board Policy 2.4.4)

There were no speakers from the audience.

IV. Adjournment

Motion was made by Mr. Daugherty, seconded by Ms. Orlandi, to adjourn the meeting at 7:25 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