

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REGULAR BOARD MEETING MINUTES
July 28, 2014**

I. Call to Order

The Regular Board Meeting was called to order by President, Mr. Daugherty, at 5:06 p.m. Board members present: Ms. Orlandi, Ms. Barnes Brown, Mr. Mitzel, Mr. Belsole and Ms. Thomas Fain

Board members absent: Ms. Holmes (Excused)

Staff present: Ms. Davis-Kramp, Mr. Goebel, Ms. Lees, Ms. Hetkey, Mr. Miller, Mr. Kovach, Ms. Bohner, Ms. Ocasek, Mr. Bluebond, Ms. Day, Mr. Khadige, Mr. Dryer, Mr. Sommers

Others present: Melanie Kasten Krause, Executive Director of SHC, Michelle Kipfstuhl, Ombudsman

II. Executive Session

Motion was made by Mr. Belsole, seconded by Ms. Thomas Fain, 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 subject of pending or imminent court action.

Motion passed with a unanimous "aye" vote. The Board entered into Executive Session at 5:08 p.m.

The Board exited out of Executive Session at 5:45 p.m.

General Session resumed at 5:56 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, June 23, 2014

Motion was made by Ms. Orlandi, seconded by Ms. Thomas Fain, to approve the minutes from the Regular Board Meeting on June 23, 2014.

Motion passed with a unanimous "aye" vote.

2. Approval of the Minutes from the Annual Board Retreat, June 30, 2014

Motion was made by Mr. Mitzel, seconded by Mr. Belsole, to approve the minutes from the Annual Board Retreat on June 30, 2014.

Motion passed with a unanimous "aye" vote.

D. Old Business

1. Security Update – Annette Davis-Kramp

The new security windows are in and operational. The new process is being implemented in phases to minimize inconvenience. Management Team discussed and voted on whether it is appropriate to have an individual served working at the new window(s). The majority was in agreement with the understanding that any individual working the security window will be assessed and trained to ensure safety. Procedures will be developed to address staffing the window in times of elevated security risk. A brief discussion regarding the times the doors are locked/unlocked was held.

E. New Business

1. Appropriation Transfer Resolution #13-14 (ACTION)

Motion was made by Ms. Thomas Fain, seconded by Ms. Barnes Brown, to approve Resolution #13-14 to authorize the Medina County Auditor to make the following appropriation transfer:

\$ 6199.92 from 3300-7700-0060 Workers Compensation to 3300-7705-0030 Salary – Maintenance Staff

For the purpose of paying the difference between current wages and prior wages for an employee who returned to work from a worker's compensation leave to a different job.

Motion was passed with a unanimous "aye" vote.

2. Abolishment and Creation of Job Titles Resolution #15-14 (ACTION)

Motion was made by Ms. Barnes Brown, seconded by Ms. Orlandi, to approve Resolution #15-14 abolish the following job titles: **Director of Preschool/School Age Programs, Director of Early Intervention Services**, and to create the following job titles: **Director of Children's Services, Assistant Director of Children's Services**.

Motion was passed with a unanimous "aye" vote.

F. Discussion Items

1. Next Board Retreat – September 8, 2014

The next Board Retreat will be held on Monday, September 8, 2014, from 5:00-8:30 p.m., here at the MCBDD. Chris Filler will again be volunteering her time to attend and present, along with Terry Ryan from the County Board Association. Mr. Ryan will be discussing the Disability Rights of Ohio (DRO) letter. In addition, we will be comparing identified barriers. Ms. Davis-Kramp stated that there may be a short general session needed to conduct a few items of business. Mr. Mitzel discussed the importance of attending the Board Retreats and trainings that are offered due to the many issues arising in this field.

G. Presentations

1. Ombudsman – Michelle Kipfstuhl

Ms. Kipfstuhl briefly discussed the contractual agreement for the Ombudsman position and its function and shared some examples of phone calls she receives. Ms. Kipfstuhl also addressed questions from the Board. Mr. Mitzel stated that he would like to know more about the advocacy piece of the Ombudsman position. Mr. Daugherty asked for clarification regarding the role of the SSA vs. the role of the Ombudsman.

2. Day Care Project – Melanie Kasten Krause

Ms. Kasten Krause discussed the need for an inclusive day care facility in the community. SHC, Catholic Charities and Family First Council are currently looking for additional support in this venture. Ms. Kasten Krause stated that she could not release the name of the day care at this time, but did ensure the Board that they are established in the community and are centrally located. This particular day care facility has served a few children with disabilities in the past. SHC is currently offering “sitter” training at their facility. This is to educate participants in working with children with disabilities. The next training will be held on August 8, 2014. This inclusive day care venture could offer employment for people with disabilities. The Board would like Jon Bluebond to be more involved in researching this collaborative effort. Ms. Kasten Krause is also looking into any grant money that may be available. More information will be forthcoming.

H. Reports Review

- a. Superintendent’s Report** – The Superintendent's Report was reviewed and questions from the Board were addressed. Ms. Davis-Kramp stated that the MCBDD received a 4-year Accreditation after the recent review. Thank you to Annie Ocasek for her hard work facilitating the survey and to all of the wonderful staff who always work so hard for the individuals we serve. The Plan of Correction for the few citations received was sent out. None of the citations were challenged. Mr. Mitzel stated he was very impressed with the Employment First meeting he attended with his son and the staff involved. Ms. Davis-Kramp informed the Board that Linda Bohner was offered the position of Transportation Director and has accepted. Congratulation Linda.

- b. Financial Report - Mr. Bluebond reviewed and addressed questions from the Board.
- c. Voucher Report(s) - Reviewed with no questions from the Board. Mr. Bluebond discussed the process for bids in regard to the MCBDD looking for space for lease for both the SSA and Community Employment departments.
- d. MCBDD Enrollee/Personnel Statistics Report – The Enrollee Stats Report was reviewed with no questions from the Board.
- e. Operating Contracts (Quarterly - January, April, July and October) – No report this month.
- f. Program Data Quarterly Reports (Education, Assisted Safety Response, Ombudsman) – No reports presented.

I. Public Relations

- The new website is up and running and includes a scrolling news ticker with photos, a home page link directly to provider information and agency status updates.
- The first five of seven portions of the Crisis Communication Plan are completed. It is scheduled to be finalized in September with training in October and November.
- The Community Engagement Plan is underway. It outlines the best ways to effectively engage community support and action.
- The Medina County Fair is July 28 – August 3. The agency booth will be staffed daily from 10am to 10pm. Thank you to Nina Bates for coordinating the volunteers and to all who volunteered their time to assist.
- Upcoming events include the Wadsworth Back to School Rally on August 13th and the blood drive on August 25th.
- Mr. Mitzel commented on the success of the Ice Cream Social and how much it is appreciated in the community. Mr. Daugherty recommends putting signs closer to the road so those driving by will know what is going on.

Open Forum (Board Policy 2.5.7-2.5.7.2)

Brian Sommers:

Mr. Sommers distributed the handout for the 5th Annual Mulligan's Masters Golf Outing, sponsored by AFSCME Local 2868 and the Medina County Achievement Center Education Association (OEA). This outing will help support Special Olympics of Medina County and the Achievement Center Levy Campaign. Mr. Daugherty suggested that the flyers go out earlier next year. Mr. Sommers stated there was an issue with the flyers this year, but next year they will be out sooner.

Mr. Daugherty extended his thanks to all for a job well done and thanks to Melanie and Michelle for their presentations.

IV. Adjournment

Motion was made by Mr. Mitzel, seconded by Ms. Thomas Fain, to adjourn the meeting at 7:44 p.m.

Motion passed with a unanimous “aye” vote.

FOR APPROVAL

Mr. Daugherty, President
Medina County Board of DD

Ms. Orlandi, Secretary
Medina County Board of DD