

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Regular Board Meeting Minutes**  
**July 24, 2017 - REVISED**

**I. Call to Order**

The MCBDD Regular Board Meeting was called to order by Board Vice President, Mr. Perkins, at 5:06 p.m. Other Board Members present included the following: Ms. Orlandi, Ms. Barnes Brown, Ms. Holmes, Ms. Morrison, and Mr. Carroll. Ms. Thomas Fain was excused from this Board Meeting.

Staff present included the following: Ms. Davis-Kramp, Ms. Finnerty, Mr. Bluebond, Ms. Lees, Ms. Hetkey, Ms. Majoros, Ms. Davis, Ms. Bohner, Mr. Dryer, Ms. Wilbraham, Ms. Brodzenski, Ms. Bates, Ms. Fiorella Batke, Ms. Kolarovsky, Mr. Authenreith, and Mr. Eup.

Others present included the following: Parents, Sally Albrecht and Charlotte Carroll.

Mr. Perkins stated that the agenda has been revised.

**II. Executive Session**

There was no business for Executive Session. The Board took a short break until 5:30 p.m. at which time General Session began.

**III. General Session**

**A. Pledge of Allegiance**

**B. Mission Statement Affirmation**

**C. Approval of Minutes**

1. Approval of the Minutes from the MCBDD Regular Board Meeting, June 26, 2017

A Motion was made by Ms. Holmes, seconded by Mr. Carroll, to approve the minutes from the Regular Board Meeting on June 26, 2017.

Discussion:

- Mr. Carroll stated that in the future we may want to give more information on the presenter, i.e., Jessica Dragar from Ohio Treasurer Josh Mandel's Office at the June Board Meeting.
- Mr. Carroll asked how many stakeholders Mr. Arndt contacted while conducting his survey. Superintendent Davis-Kramp stated that she did not have that information and that the contract with Mr. Arndt was for the Transformation Plan; the survey was a tool he used to gather data.
- Mr. Carroll commented on Ms. Finnerty's statement under Old Business regarding guardian and individual input in the decision-making process. He stated that while he understands that input from the individual is important, he's not sure the statement is correct as the guardian does legally have final say in the decision-making process. Mr. Perkins asked if this is a question regarding guardianship in general or a question regarding the minutes as they are recorded. Mr. Carroll stated that it is a question about the accuracy of the minutes. Mr. Perkins stated that if Mr. Carroll's concern was

regarding guardianship in general, it can be discussed at a later time. Mr. Carroll then requested that time be designated to discuss this issue.

- Ms. Orlandi asked if anyone had responded to the parents who had concerns regarding housing for people with disabilities and the fear of retaliation from the MCBDD if they expressed their concerns. Ms. Orlandi stated that she believed it was Ms. Carroll and Ms. Albrecht. Superintendent Davis-Kramp stated that there was no plan to contact Ms. Albrecht after the meeting; however, the Superintendent asked Ms. Finnerty to contact both this week to address their concerns.
- Mr. Carroll stated that years ago there was a section in the Superintendent's Report that followed up on questions/concerns that were brought up in Board Meetings. Superintendent Davis-Kramp stated that she would be happy to include that in the Superintendent's Report from now on.
- Superintendent Davis-Kramp stated that she contacted Ms. Drager after last month's Board Meeting to address her concern regarding leasing space at the MCBDD.

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

#### **D. Open Forum (Board Policy 2.4.4)**

Ms. Orlandi stated that there were two articles regarding a fundraiser for an individual who needed a new wheelchair. One article was in the Gazette and the other in the Post. One article stated that the individual attends school at the MCBDD, the other stated that the MCBDD sponsored the fundraiser, which is inaccurate. Ms. Orlandi is concerned about the inaccurate information.

Superintendent Davis-Kramp stated that although there are no speakers from the audience at this point, she would like to reserve the right to re-open the Open Forum later in the meeting if someone comes that would like to speak. The Board was in agreement.

#### **E. Presentations**

Retirement Clock Presentation:

Superintendent Davis-Kramp and Board Vice President Ed Perkins presented Ms. Sharon Holmes with a beautiful clock in appreciation of her dedicated service to the MCBDD from 2013-2017. Superintendent Davis-Kramp stated that Ms. Holmes has been a wonderful Board Member and will be greatly missed. Ms. Holmes thanked the Board for the opportunity to serve as a Board Member and will take the knowledge she has gained with her.

Mr. Carroll requested that Ms. Lees send out the guidelines that must be followed when filling a vacant Board seat.

Eligibility:

Kathy Wilbraham and Tracy Kolarovsky shared the following information with the Board:

- The steps for eligibility including the following: initial contact, gathering information for determination, and meeting with the family.
- Qualifications including the following: verification of diagnosis by a qualified diagnostician/clinician.

- The use of a guide that was developed in collaboration with other county boards that provides an outline of documentation and criteria to confirm a diagnosis of ADHD, Autism Spectrum Disorder, or Intellectual Disability.
- Items that cannot be used to determine eligibility.
- Tools used for eligibility assessment: COEDI – Children’s Ohio Eligibility Determination Instrument and the OEDI – Ohio Eligibility Determination Instrument.
- An SSA is assigned once a person is deemed eligible.
- Individuals who are deemed ineligible are given information regarding other agencies that may be of assistance to them. In addition, ineligible individuals are given their Due Process rights.

Waiver Eligibility:

- Medicaid is part of waiver enrollment, but is not a requirement for county board eligibility.
- The LOC (Level of Care) Assessment tool is used to determine waiver eligibility based on OAC 5123:2-8-01.
- There are two age categories for determination: Age 0-9 and Age 10+.

General Comments:

- DODD’s website has many educational tools regarding eligibility.
- DODD posts rule changes periodically on their website under Rules and Laws.
- There have been issues with waiver eligibility from county to county. This does not happen often, but it is possible.
- Ms. Holmes stated that this was an excellent training and will be very useful in the cross training between the MCBDD and JFS (Job and Family Services).

**F. Discussion**

1. Devices for Electronic Board Packets

Superintendent Davis-Kramp requested that number four on the agenda for Discussion be moved up in order for Mr. Eup to complete his presentation. Mr. Eup presented to the Board a device similar to what we would like to purchase for the Board Members in order to implement electronic board packets in January of 2018. He reviewed the pros and cons of the convertible laptop. Mr. Perkins asked the Board Members to indicate if they would like to have one of these devices to use with the electronic board packets. All Board Members opted to use their own devices for the packets. It was suggested that a few devices be purchased in case new Board Member(s) are interested. The devices would be the MCBDD’s property and must be returned upon completion of a Board Member’s term or resignation.

**G. Open Forum**

A motion was made by Mr. Carroll, seconded by Ms. Barnes Brown, to re-open the Open Forum session. There were no speakers. Mr. Perkins stated that although Open Forum was moved up on the agenda for this meeting, per a Board Member’s request, at future meetings it will be moved back to its normal place on the agenda. If the Open Forum needs to be moved up on the agenda at a later date, it will be addressed at that time.

## **H. Old Business**

There was no Old Business.

## **I. New Business**

### **1. Abolishment and Creation of Positions Resolution #13-17 (ACTION)**

A Motion was made by Mr. Perkins, seconded by Ms. Morrison, to abolish the following positions: Two Early Intervention Assistants (12-months). These positions have existed to provide direct services to children ages 2-3 in our EI classrooms. We will no longer be serving EI children in classrooms. With the use of our new Evidence Based Early Intervention Model, where all services are provided by professional staff in the family's home or other natural environments, we no longer need 12-month paraprofessionals. One of the current incumbents is scheduled to retire in August and the other Employee will be offered another position within the agency through the Reduction in Force process.

#### **Discussion:**

The Union has been notified and is always consulted in the abolishment of positions. There are several options available for the staff being displaced.

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

### **2. Excess Property Resolution #14-17 (ACTION)**

A Motion was made by Mr. Carroll, seconded by Ms. Morrison, to declare the items listed in the attachment 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. There was no discussion.

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

### **3. Appropriation Increase to General Fund Resolution #15-17 (ACTION)**

A Motion was made by Mr. Carroll, seconded by Ms. Holmes, to authorize the Medina County Auditor to make the following appropriation increase: 3300-7700-0590, Special Projects in the amount of \$220,000.00. The 2017 Budget Appropriation for 3300-7700-0590 will increase from \$80,000.00 to \$300,000.00, for the purpose of transferring Community Capital Assistance Funds received from the Ohio Department of Development Disabilities (DODD) to the Medina Metropolitan Housing Authority. The \$220,000.00 was allocated to the MCBDD to partially fund the development of a three-bedroom home at 670 Birch Hill Drive, Medina, OH 44256 in conjunction with the DODD Exit Waivers.

#### **Discussion:**

There is one more opportunity for a similar project for which we are working with Medina Creative Housing.

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

#### **4. Mechanical Equipment – Boilers Resolution #16-17 (ACTION)**

A Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to authorize the Superintendent to accept the bid for \$240,000.00 by CD Whitfield to replace two boilers at the Medina County Achievement Center. The two boilers have been determined to have reached the end of their useful life. On February 27, 2017, the MCBDD Board authorized the Superintendent to spend up to \$200,000.00. Specifications for the boilers were developed by HEI Engineering Group and the estimated cost was revised to \$240,000.00. CD Whitfield was the only bidder for this project.

#### **Discussion:**

HEI is looking very closely at the quality of the boilers, as well as the installation. There is an up to one-year warranty for installation, and the factory warranty on the boiler would depend on which boiler is purchased.

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

#### **5. Travel Expense Authorization Resolution #17-17 (ACTION)**

A Motion was made by Ms. Morrison, seconded by Ms. Barnes Brown, to authorize the Superintendent to approve travel expenses up to \$5,000.00 to observe the Job Path Program in New York during the month of August, 2017. Approved travel will include payment by the MCBDD credit card for hotel rooms and airfare. A rental car, meals, and parking will be reimbursed to the employees from original receipts. The purpose of the trip is for three or four management staff to visit, observe, and gain education on the Job Path Program in New York. There was no discussion.

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

#### **6. Policy Review and Approval (ACTION)**

A Motion was made by Ms. Barnes Brown, seconded by Ms. Holmes, to approve the new MCBDD Policy 8.3.1, Absenteeism. This policy is being added in order to comply with rule, as a result of Ohio House Bill 410.

#### **Discussion:**

The question was asked whether or not we could add the requirements listed in Adriana’s Law into this policy. Ms. Finnerty stated that until the law is officially passed, we are not able to add it to our agency policy.

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

### **I. Discussion Items**

#### **1. Transformation Plan Data Report**

This document was sent to the Board Members in DRAFT format. Thirty days prior to the September Board Meeting, a revised version will be given to the Board to review before it appears on the September Board Meeting agenda. The Management Team is currently working on reviewing and making revisions to the document. Mr. Carroll suggested that either a retreat be scheduled or extra time added to a Board Meeting in order to spend time reviewing and discussing the document. Superintendent Davis-Kramp suggested adding an hour to the

September Board Meeting in order to accomplish this. The previously scheduled presentation will be postponed.

#### 2. Financial Advisor Resource List

Superintendent Davis-Kramp sent this list to Board Members, however, it did not send. She will re-send. In addition, this information is available for all on the agency website.

#### 3. Northeast Regional Training

This is a free training being offered by DODD on the Resiliency Project and Community Integration for county boards and providers to gain further insights, knowledge, and understanding about the impact of chronic stress, adversity, and trauma and how to help people heal from these experiences. It will be held on Friday, August 11, in Akron, OH.

#### 4. SHC June Board Meeting Minutes

Superintendent Davis-Kramp made the Board aware of a statement in the SHC June Board Meeting minutes by former Board Member, Jay Mitzel. The minutes stated that Mr. Mitzel, as well as other parents, contacted the County Commissioners regarding oversight of the county board and that their decision could greatly affect SHC. The Superintendent has not received any more information regarding the statement.

### **J. Reports Review**

- Superintendent's Report – The following was discussed:
  - Governor John Kasich's Biennium Budget was approved. Unfortunately, only specified waivers were received; no IO Waivers. Anyone needing an IO Waiver will go on the waiting list.
  - Today, the ARC announced a vote on July 25, at the federal level, for the new bill to replace the Affordable Care Act.
  - The Superintendent and Ms. Finnerty met with Jim Brown from Windfall Industries. At this time, he is not making any immediate plans for the future.
  - Ms. Barnes Brown congratulated the Self Advocates, and the staff involved, on the experiences at the Lions Club and the event at Baldwin Wallace.
  - Ms. Barnes Brown stated that there was a repetition in the Board Report on page five, regarding waivers. She asked that, since the report is so lengthy, that we watch for repetitions in the report.
  - Mr. Carroll asked whether or not we still participate in the county survey. Ms. Hetkey stated that since several agencies dropped out, we now do our own county survey.
- Financial Report - Mr. Bluebond reviewed the Financial Report. The following was discussed:
  - The agency is where it is expected to be at this time of year.
  - In July, you will see a large expense for waiver match; however, we will receive an almost equally large payment from the state.
  - The fund balance is where it is expected to be and will be a focus during the 2018 budget process.
  - The cost per person has remained flat.

- Voucher Reports – Mr. Perkins requested that the Board limit Voucher Report questions, requiring an immediate response, to items that equal .1 percent of the annual MCBDD budget of \$22,000.00. Other questions are welcomed, but can be answered via email following the Board Meeting. Mr. Bluebond reviewed the Voucher Reports. The following was discussed:
  - There are several expenses from the Ice Cream Social, as well as the cost to rent a bus for a Special Olympics’ event. The MCBDD busses are getting old and we are more comfortable using a different company to provide the transportation.
  - Mr. Carroll asked about the payments for Fees for Claims to Treasurer State of Ohio on the voucher signed on June 26. Mr. Bluebond will review these items and get back to Mr. Carroll.
- MCBDD Enrollee Statistics Report – The Enrollee Statistics Report was reviewed. The following was discussed:
  - Mr. Carroll asked if there were any unusual findings during the SSA restructure. Ms. Wilbraham responded and stated that nothing unusual was found and only a few phone calls were received regarding the changes.
- Provider Report – The Provider Report was reviewed. There were no questions from the Board.
- MUI Report – The MUI Report was reviewed. The following was discussed:
  - Mr. Carroll asked if the Missing Individual category is used often. Ms. Wilbraham stated that it is not used often.
- Personnel Control Report – The Personnel Control Report was reviewed.
  - The new Investigative Agent starts next week.
- Quarterly Reports (Operating Plan, Operating Contracts, Ombudsman, Community Employment) – There were no questions from the Board.

### **K. Public Relations**

Ms. Hetkey thanked the more than 80 people who volunteered at the Ice Cream Social.

The following was completed over the past month:

- Week of Service (July 17-21)
  - Volunteers from the MCBDD participated in the Week of Service assisting Feeding Medina County with sorting and distributing food to families in need.
- Northeast Ohio Parent
  - This is a comprehensive, special needs listing of agencies and activities and is free for each child in Windfall School.
- The New Directions Newsletter is going out the second week of August.
- The Medina County Fair is next week. There are still many open slots to cover the agency booth. Volunteers are needed.

## Upcoming Events

- The Medina Back to School Rally is on August 4.
- The Wadsworth Back to School Rally is on August 16.
- The Blood Drive is on August 28.
- The Volunteer Fair is on August 26.

Mr. Carroll stated that he felt the Board rushed through the reports too quickly and **that the Board Members need to spend more time reviewing and discussing the content.** Mr. Perkins stated that if Mr. Carroll had any comments or questions he could state them at that time. Regarding the Operating Plan Quarterly Report, Mr. Carroll stated that he felt the Board should discuss whether they want to put a number on the objectives, such as Objective E, *Increase successful community employment for 20 individuals.* **Mr. Carroll stated that he feels that the way it is expressed in the Operating Plan negates the individual's choice to work or not.** The Superintendent stated that with Employment First, a national initiative, community employment is discussed at every ISP meeting. Mr. Carroll stated that employment needs to be the choice of the individuals **and feels it is problematic to put a number on the objective unless we know from the ISPs that the individuals want to work in the community.** Mr. Dryer stated that there are 50-60 individuals in OOD Services. **To participate in OOD, the individual has to want to work in the community;** therefore, the objective stating 20 individuals is an obtainable and reasonable goal. **Mr. Carroll wants to ensure that it's the choice of the individual to work in the community and not our numbers.** Mr. Perkins stated that when he reads the objective, he trusts that the Management has come up with a number that is reasonable. The Superintendent stated that the Employment First initiative states that all persons shall have community employment as the preferred option. Mr. Carroll stated that his daughter has tried working at an enclave and afterward chose to not work in the community. **To address Mr. Carroll's comment, the Superintendent stated that "if someone gave me the option of working or staying home to play in my garden, I would also choose to stay home."** Mr. Perkins stated that he doesn't feel we should change the Operating Plan at this time. Mr. Perkins also stated that he feels Mr. Carroll's concerns have been adequately taken into consideration when the Operating Plan was developed.

## **IV. Adjournment**

A Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to adjourn the meeting at 7:42 p.m.

The Motion passed with a unanimous "yes" vote.

## **FOR APPROVAL**

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Temporary Chair  
Medina County Board of DD

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Secretary  
Medina County Board of DD