

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
February 23, 2015

I. Call to Order

The Regular Board Meeting was called to order by President, Mr. Daugherty, at 4:36 p.m. Board members present: Ms. Orlandi, Ms. Barnes Brown (arrived at 4:45p.m.), Ms. Thomas Fain, Mr. Belsole, Mr. Mitzel and Ms. Holmes.

Staff present: Mr. Goebel, Ms. Lees, Ms. Hetkey, Mr. Miller, Ms. Finnerty, Mr. Bluebond, Ms. Majoros, Ms. Davis, Ms. Bohner, Mr. Dryer, Mr. Khadige, Mr. Krebs, Ms. Reed, Ms. Hendrickson, Ms. Kolesar

Others present: Steve Fetsko

II. Executive Session

Motion was made by Ms. Orlandi, seconded by Mr. Belsole, 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.

Motion passed with a unanimous "aye" vote. The Board entered into Executive Session at 4:37 p.m.

The Board exited Executive Session at 5:02 p.m.

General Session resumed at 5:10 p.m.

III. General Session

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

1. Approval of the minutes from the Nominating Committee Meeting, January 26, 2015

Motion was made by Ms. Orlandi, seconded by Ms. Barnes Brown, to approve the minutes from the Nominating Committee Meeting on January 26, 2015.

Mr. Mitzel, Mr. Belsole, Mr. Daugherty and Ms. Holmes abstained. All others voted "aye". Motion passed.

2. Approval of the minutes from the Annual Organizational Meeting, January 26, 2015

Motion was made by Ms. Thomas Fain, seconded by Ms. Barnes Brown, to approve the minutes from the Annual Organizational Meeting on January 26, 2015.

Mr. Mitzel abstained. All others voted “aye”. Motion passed.

3. Approval of the minutes from the Regular Board Meeting, January 26, 2015

Motion was made by Ms. Holmes, seconded by Mr. Belsole, to approve the minutes from the Regular Board Meeting on January 26, 2015.

Mr. Mitzel abstained. All others voted “aye”. Motion passed.

D. Presentation of the Three Year CARF Accreditation Certificate

Ms. Finnerty presented the Three Year CARF Accreditation Certificate to the Board President, Mr. Daugherty. Mr. Daugherty and Ms. Finnerty thanked the staff for their dedication to the individuals we serve and the hard work that went into the CARF Survey preparation.

E. Old Business

1. Board Member Self Evaluation Results/Suggestions

Mr. Daugherty asked if there was any discussion regarding the Board Member Self Evaluation results. Mr. Mitzel stated that he would like to have more definition of the questions being asked, as well as more detail regarding what the Board Members should use as guideposts. Mr. Mitzel also stated that it would be beneficial to have suggestions on how to improve the areas that are lacking. Mr. Daugherty agreed and stated that he feels that the Board Members’ education and communication are improving. Mr. Daugherty stated that it is important that the Board remain transparent with the individuals we serve and with the public. Mr. Mitzel asked if it would be beneficial to have the Board Members evaluate each other or have staff evaluate the Board Members. Ms. Thomas Fain stated that she feels the evaluation is a “self” evaluation and should be individualized as far as what each Board Member feels about themselves, not necessarily what they should be doing. Mr. Belsole stated that he feels that it is beneficial to the Board that each member comes from a different “walk of life”. He stated that it is a difficult task, but there is a learning curve. Mr. Mitzel suggested that new Board Members be assigned a “mentor” (a more seasoned Board Member) to assist them. Ms. Holmes stated that she feels comfortable asking any of the staff for help. Ms. Barnes Brown stated that she feels that the stakeholder and staff surveys help the Board Members know what is going on. Ms. Orlandi stated that she feels she can trust the staff and have open communication. All Board Members agreed. Mr. Daugherty stated that more discussion is needed regarding the format of the self evaluations. The Board will work on this before the next evaluation is due.

2. Operating Plan Revisions

Mr. Goebel stated that after conversations with the Board, the Administration would like to adapt the following to the 2015-2017 Operating Plan: 1. Add an additional section titled Strategic Issues, as presented to the Board by Ms. Davis-Kramp, which include major issues impacting the DD system. 2. Wait to see what happens later this year before adding more objective information.

Mr. Belsole asked if we have the tools to reach the community employment goals set for this year. Mr. Goebel stated that he believes the goals are doable based on the environment and economics. Mr. Dryer stated that the goal of 100 individuals employed in the community has been there for a while. This has been an ongoing process and things are finally falling into place. Mr. Belsole asked what the increase was in community employment from last year. Mr. Dryer stated it was only four or five, although several individuals lost their jobs or retired; the numbers don't always reflect accurate information. Ms. Majoros briefly discussed the difference between outcome measures and productivity. Mr. Mitzel stated that we need to evaluate measurements used. He also asked what the plan was for getting the individuals on the Work Center floor working in the community at this rate and what is the consequence if we don't reach the goal? Ms. Holmes stated that there has to be goals set; even if they are not reached, at least we know staff are striving to achieve these goals. Ms. Thomas Fain stated that the individuals we serve have a choice and may not want to move into community employment. Mr. Goebel stated that he would like feedback on the Operating Plan as the Board Members review it.

Motion was made by Mr. Mitzel, seconded by Ms. Thomas Fain, to approve the 2015-2017 Operating Plan with the revisions presented.

Motion passed with a unanimous "aye" vote.

Mr. Daugherty stated that the agenda has been revised.

F. New Business

1. Language Learning Associates Contract Amendment Resolution #03-15 (ACTION)

Motion was made by Ms. Orlandi, seconded by Mr. Mitzel, to approve Resolution #03-15 to authorize the Superintendent to amend the contract with Language Learning Associates (LLA) to add the following services:

Physical Therapy Assistant (PTA) Services- 552 hours at \$45.00 per hour up to \$24,840.00.

The contract will remain effective from January 1, 2015 through December 31, 2015 for an amount not to exceed \$189,480.00.

Motion was passed with a unanimous "aye" vote.

Mr. Mitzel asked whether we expected an increase in the number of contracts in the future. Mr. Bluebond responded "yes".

2. Abolishment and Creation of Positions Resolution #04-15 (ACTION)

Motion was made by Mr. Mitzel, seconded by Ms. Barnes Brown, to approve Resolution #04-15 to abolish the following positions: Community Employment Manager (1), Individual Supports Manager (3); and to create the following positions: Adult Services Manager (4).

Motion was passed with a unanimous "aye" vote.

3. Northeast Ohio Area Wide Coordinating Agency Application Resolution #05-15 (ACTION)

Motion was made by Ms. Holmes, seconded by Ms. Thomas Fain , to approve Resolution #05-15 to authorize the filing of a proposal with the Northeast Ohio Area Wide Coordinating Agency (NOACA) for Cleveland Urbanized Area Federal Transit Administration (FTA) funding from the Enhanced Mobility for Seniors and Individuals with Disabilities program.

Mr. Bluebond thanked Michele Reed and Linda Bohner for completing this grant. Mr. Mitzel asked about the cost of the grant. Mr. Bluebond stated it would cost the agency 20% of \$100,000; this is for two vehicles at \$50,000 each.

Motion was passed with a unanimous "aye" vote.

G. Discussion Items

1. SHC Day Care Center

Mr. Goebel stated that an email was received by Melanie Kasten-Krause stating that they had decided not to participate in the current Day Care Project. This is due to major renovations that would have to take place to make the building ADA compliant. Although this project is not going to work out, this is still a viable concept. Mr. Mitzel stated that he hopes that we don't lose sight of this vision and still offer support as other opportunities are presented. He stated that in the future, the MCAC building could be filled with other options if services move out.

2. Board Retreat Dates

Mr. Daugherty asked that the Board members and Management start thinking about dates and topics for the Board Retreats for 2015.

H. Presentations

1. Succession Planning – Diana Davis

Ms. Davis' presentation included the following topics:

- The difference between a Succession Plan and an Individual Development Plan and the benefits and challenges of both.
- The components of a Succession Plan
- Communication

- Activities for skill development
- Future trends

Mr. Mitzel asked why there are only four key positions identified. Ms. Davis stated that Succession Plans generally identify only key positions. At this time, they are as follows: Superintendent, Director of Business, Director of SSA and Director of Adult Services. Ms. Davis stated that there are staff who do not want to move into management positions with the uncertainty of the DD system right now. Ms. Davis stated that there could be changes made to the plan, if needed. Ms. Orlandi asked how long the contracts are for new management staff. Ms. Davis stated that the first contract is usually one year and no more than two years thereafter. Ms. Davis discussed the training options for those interested in management positions including internal and external training opportunities. Mr. Mitzel asked what staff give back after attending these trainings. Mr. Daugherty asked if staff attend voluntarily and how do they implement what they've learned. Ms. Davis stated that staff are asked to summarize their training and submit to the Superintendent. In addition, they may be asked to implement what they learned in some way, as determined by their department head. A discussion regarding staff assessments was held. Mr. Belsole stated that assessments are a good tool to showcase staffs' skills and talents. Mr. Mitzel stated that he feels every staff should have a professional development plan, not only those who want to move into management. Ms. Davis stated that Linda Bohner taking over the Director of Transportation position last year was a good example of looking within to fill a management position. Mr. Mitzel stated that the foundation of the plan is good.

3. Transformation 2.0 Grant-Paula Majoros/Rachel Hendrickson

Ms. Hendrickson stated that this is a new grant. There were 26 applicants and only eight awards available. Mr. Mitzel asked what set us apart from the other applicants allowing us to gain one of those spots. Ms. Hendrickson stated that Medina County was very visible by participating in many projects throughout 2014. Ms. Majoros stated that she will request for this to be added to the Operating Plan.

I. Reports Review

- Superintendent's Report – The Superintendent's Report was reviewed by Mr. Goebel. The following was discussed:
 - Since the new Early Intervention (EI) model began, one third more children have been served. Mr. Mitzel stated that the issues he had brought up previously regarding negative comments about the changes in EI seem to have righted themselves.
 - Mr. Belsole commented on the employment at the County Home in Seville. Mr. Dryer stated that they have been very cooperative with the MCBDD regarding employment.

- Financial Report - Mr. Bluebond reviewed the Financial Report. The following was discussed:
 - Mr. Bluebond discussed the state budget. He stated that the state plan is different than the county boards' plans. We will know more by July. Mr. Goebel stated that this could affect carryover money. Mr. Belsole asked Jon what the carryover amount was that was listed on the expenditure sheet. Mr. Bluebond stated it was December bills that were paid in January.
- Voucher Report(s) – The Voucher Report was reviewed with no questions from the Board.
- MCBDD Enrollee/Personnel Statistics Report – The Enrollee Stats Report was reviewed with no questions from the Board.
- Operating Contracts Report (Quarterly – January, April, July, October) – No Operating Contract this month.
- Program Data Quarterly Reports (Operating Plan, Windfall School (June), Ombudsman) – Ms. Finnerty stated that the Operating Plan Quarterly Report is for the fourth quarter of 2014. No comments from the Board.

J. Public Relations

- March is DD Awareness Month. The theme is “Can Do, Like You!”
- The Donor Scholarship deadline for applications is 3/31. The scholarship will be awarded at the May Board Meeting. A \$1,000 donor scholarship will be awarded to a high school senior, and \$500 for continuing education to a past recipient. This is supported by Shred Day and private donations.
- The agency website is now fully ADA compliant in 22 areas. There is a spike in usage during inclement weather.
- Upcoming Events:
 - Soprema Café Open House on 3/11.
 - Bring on Brunswick on 3/21.

K. Open Forum (Board Policy 2.4.4)

No speakers from the audience. Mr. Daugherty thanked the staff for all they do.

IV. Adjournment

Motion was made by Mr. Mitzel, seconded by Ms. Barnes Brown, to adjourn the meeting at 6:44 p.m.

Motion passed with a unanimous “aye” vote.

Page 7
MCBDD Regular Board Meeting
February 23, 2015

FOR APPROVAL

Kent Daugherty
Board President
Medina County Board of DD

Elaine Orlandi
Secretary
Medina County Board of DD