

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
September 28, 2015

I. Call to Order

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

Staff present included Ms. Davis-Kramp, Mr. Goebel, Ms. Lees, Ms. Hetkey, Mr. Bluebond, Ms. Davis, Ms. Bohner, Mr. Dryer, Mr. Miller, Ms. Wilbraham, Ms. Hendrickson, Ms. Rose, Ms. Dickson, Dr. Stanley Bryson, Ms. Majoros, Mr. Yamsek, and Ms. Finnerty.

Others present included Jennifer Gray from SHC and former employee, Alice Kanta.

II. Executive Session

Motion was made by Mr. Belsole, 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 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 of pending or imminent court action.

Motion passed with a unanimous "aye" vote. The Board entered into Executive Session at 5:07 p.m.

The Board exited Executive Session at 6:02 p.m.

General Session resumed at 6:06 p.m.

III. General Session

- A. Pledge of Allegiance**
- B. Mission Statement Affirmation**

At this point, the Superintendent asked for a moment of silence for an individual served who passed away recently. Nick was employed at the Transportation Office and was an exceptional young man. He will be greatly missed.

C. Approval of Minutes

1. Approval of the minutes from the Regular Board Meeting, July 27, 2015

Motion was made by Ms. Thomas Fain, seconded by Mr. Belsole, to approve the minutes from the Regular Board Meeting on July 27, 2015.

The motion passed with a unanimous “aye” vote.

2. Approval of the minutes from the Board Retreat, September 21, 2015

Motion was made by Mr. Belsole, seconded by Ms. Barnes Brown, to approve the minutes from the Board Retreat on September 21, 2015.

The motion passed with a unanimous “aye” vote.

D. Presentations

1. The Good Life – Paula Majoros, Rachel Hendrickson, Jen Rose, Robin Dickson and Jennifer Gray from SHC. (The MCBDD County Team)

The following information was given:

- This was a 20-week training focusing on Positive Intentional Awareness and Customer Service.
- The Good Life Mental Model consists of Core, Internal Relationships, and External Relationships.
- Fear turns to anger then we tend to give labels to people such as, biter, hitter, spitter, etc. Although we don’t necessarily carry labels from things in our past, such as biting or hitting as a child, the individuals do.
- The four colors of “hats” are black (critical, sarcastic, pessimistic), white (indifferent, tuned out, disengaged), red (forceful, controlling, bully), and green (supportive, positive, helpful, team member).
- Wants, needs, and must haves were discussed. The five must haves are time, space, putting yourself in others’ shoes, positive words and tones, and connectivity.
- The 100/00 principle was discussed. This is giving 100% while expecting nothing in return. This will usually cause others to begin to give more as well. Take 100% responsibility for the relationship.

A discussion on positive culture vs. behavior modification was held. The Good Life training will be incorporated into new staff, as well as current staff, training. Paula distributed a packet to each Board Member. It contained a survey regarding how the agency is doing based on the questions. This should be returned to Paula by October 1st in order to be tallied and presented at the staff in-service. The Board President stated that the survey should also go to the individuals receiving services.

The question was asked whether the Board could consist of seven members plus an individual served.

E. Old Business

1. Self-Advocate on the Board

The Superintendent researched this topic and found the following: Four other county boards have a Self-Advocate sitting on their Boards. All are voting members and the Boards do not have seven Board Members plus a Self-Advocate. At the end of 2015, the MCBDD will have two vacant Board Member positions. The Superintendent would like to fill one of those positions with a Self-Advocate. The Board is in agreement. Staff will research interest and make recommendations to the Board, who will then make recommendations to the County Commissioner or Probate Judge. The applicants need to be recommended to the Board by November 15, 2015.

F. New Business

1. **Excess Property Resolution #20-15 (ACTION)**

Motion was made by Ms. Holmes, seconded by Ms. Barnes Brown, to approve Resolution #20-15 to declare the items listed in the resolution 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.

Motion was passed with a unanimous "aye" vote.

2. **Abolishment and Creation of Position Resolution #21-15 (ACTION)**

Motion was made by Ms. Thomas Fain, seconded by Ms. Holmes, to approve Resolution #21-15 to create the following position: **Vehicle Operator (1)**, and to abolish the following position: **Part Time Mechanic (1)**. The two full time mechanics are sufficiently meeting the needs of maintaining vehicles. Subsequently, we have a difficult time retaining CDL drivers on a substitute basis. There is no additional cost associated with this request.

Motion was passed with a unanimous "aye" vote.

3. **SHC Contract Resolution #22-15 (ACTION)**

Motion was made by Mr. Belsole, seconded by Ms. Holmes, to approve Resolution #22-15 to authorize the Superintendent to enter into a contract with SHC, Inc. for the following services: **Management Services for Retail Store Operation**. The contract will be effective from October 1, 2015, through September 30, 2018, for an amount not to exceed \$36,505.00 for the Retail Store Manager. The BOARD and SHC will jointly provide retail experience and job exposures for individuals with developmental disabilities. The SHC will provide the Retail Store Management.

Motion was passed with a unanimous "aye" vote.

A question was raised regarding how the marketing would be done. The store will have its own signage on the front of the building. Patti Hetkey, Community Relations Coordinator, will work on other marketing strategies in conjunction with SHC's Public Relations person. All items in the store should be crafted in Medina County. Some of the vendors have offered to provide

classes to individuals. SHC is currently working on finding a qualified Store Manager; the Board would like to see a job description for this position.

At the end of the contract, a re-evaluation will be done before any further action is taken.

4. Appropriation Transfer Resolution #23-15 (ACTION)

Motion was made by Ms. Thomas Fain, seconded by Ms. Barnes Brown, to approve Resolution #23-15 to authorize the Medina County Auditor to make the following appropriation transfer: \$93,000.00 from 3300-7700-0981 Reserve to 3300-7700-0090 Hospitalization. The 2015 Budget Appropriation for 3300-7700-0090 will increase from \$2,670,867.00 to \$2,763,867.00. This is for the purpose of increasing the Appropriation for Hospitalization for employees so a one-time payment of \$500,000.00 can be made to the Medina County Commissioners to be applied to self-funded paid claims for employee hospitalization.

Motion was passed with a unanimous "aye" vote.

5. Appropriation Increase Resolution #24-15 (ACTION)

Motion was made by Ms. Barnes Brown, seconded by Ms. Holmes, to approve Resolution #24-15 to authorize the Medina County Auditor to make the following appropriation increase: Increase 3300-7700-0090 Hospitalization by \$200,000.00. The 2015 Budget Appropriation for the General Fund 3300-7700-0090 will increase from \$2,470,867.00 to \$2,670,867.00. This is for the purpose of increasing the Budget Allocation for Hospitalization for employees so a one-time payment of \$500,000.00 can be made to the Medina County Commissioners to be applied to self-funded paid claims for employee hospitalization.

Motion was passed with a unanimous "aye" vote.

Scott Miller from the County Administration Office contacted the MCBDD in September to let us know that the county money pool was significantly depleted. This is due largely to insurance claims from staff at the MCBDD. The MCBDD agreed to increase staff insurance rates 20% in 2016, as well as making a one-time payment of \$500,000.00 to the county. The MCBDD will monitor the insurance claims more closely in the following years. In addition, the MCBDD is researching other options to manage the insurance costs in the future.

6. Management Contract (Action)

Motion was made by Mr. Belsole, seconded by Ms. Suzanne Barnes Brown, to approve an Employment Contract for the Director of Transportation. The term of the contract will be from August 19, 2015, through December 31, 2017. The Superintendent stated that the Director of Transportation just finished her first one year contract and has done an exceptional job.

Motion was passed with a unanimous "aye" vote.

7. Policy Review and Approval (Action)

Motion was made by Mr. Belsole, seconded by Ms. Thomas Fain, to approve the policy memo with the recommended policy changes and/or new policies listed.

Motion passed with a unanimous "aye" vote.

G. Discussion Items

1. Waiver Allocation Process

The Director of SSA reviewed the waiver process for the Board. He stated that the state is not being generous with the waivers. The MCBDD could be getting some individuals from the developmental centers, although the number is not known. There are currently several individuals from an ICF on the waiting list for an IO Waiver. There is a waiver training scheduled for the October 19, 2015, Board Meeting.

2. Exemplary Achievement Award Presentation

The Superintendent presented the Board President with an award for the MCBDD from the Ohio Senate. This award states that the MCBDD was inducted into the Wadsworth Older Adults Foundation Senior Advocate Hall of Fame on May 7, 2015. The award is for a remarkable record of service in the area and making a difference in the lives of older adults. The Board President accepted the award and congratulated the staff at the MCBDD.

3. Public Forum for Operating Plan

The Superintendent stated that since the Annual Operating Plan Meetings, thus far, have not been well attended, she would like to try a new format this year. The public forum would include not only information on the Operating Plan, but also current information on the DD system changes and timelines. At the meeting, forms will be available to submit comments/suggestions on the Operating Plan. Each comment will be reviewed and responded to. This meeting is tentatively scheduled for early November and will be advertised not only in the newspapers, but also on the agency website.

H. Reports Review

- Superintendent's Report – The following were discussed:
 - The All County Boards Meeting at the Medina County Career Center will be on February 22, 2016. The speaker will be Thomas Frye. Once the invitation is available, it will be sent to the Board Members.
 - The Superintendent pointed out the many changes in the Work Center that were listed in the report.
 - Based on discussion at the recent Board Retreat, the next Superintendent's Report will give more information regarding providers, i.e., service provided, niche, funding source and reason for large increase or decrease.
 - The Board President questioned the number of individual deaths since the last Board Meeting. There have been six. The Director of SSA stated that it was partially due to aging and/or medically fragile individuals. Dr. Stanley

Bryson stated that one was a three year old; although this child's life expectancy was originally very short.

- This will be Ken Miller's last Board Meeting. Ken's last day is Friday: He is retiring after 40 years with the MCBDD. Ken has been an integral part of the SSA Department and stepped up to the Director position when called upon. Ken has shown great dedication to the individuals we serve and will be greatly missed by all. There will be a cake and coffee reception for Ken on Thursday, October 1st from 10:30am to 1:00pm, in Board Conference Room 1. All are invited to attend and wish Ken the best in his well-deserved retirement.
- The Community Employment Department is still in talks with Blue Herron regarding work opportunities. In the meantime, there are still volunteer opportunities occurring at this site.
- The MCBDD can use a Benefits Coordinator from NEON. A Referral for Service from the SSA would be needed. NEON is currently working on getting two staff certified for this position.
- The Board President noted that the Special Olympics uniforms and equipment for other counties was very nice in comparison to Medina County and wondered if the Board could support Special Olympics financially. The Superintendent agreed that she would investigate ways in which we could increase our support to Special Olympics.
- Financial Report – The Director of Business reviewed and stated that we are still in line with the budget for this year. This will be discussed in detail at the upcoming Board Retreat to review the budget on October 5, 2015, from 5:30pm to 8:30pm at the MCAC. The Director of Business shared with the Board Members what to review in advance for the meeting, stating that the narrative will be very helpful.
- Voucher Report – The Director of Business reviewed this report. Mr. Belsole questioned the high mileage reimbursements for some staff. The Director of Business stated that EI staff have moved to providing 100% services in the natural environment, compared to only 18% earlier this year. This has caused an increase in mileage reimbursement. In addition, some staff turn in mileage forms several months at a time. This would show a larger amount at once. Mr. Belsole also questioned \$16,000.00 to Pleasant Valley Construction for door openers. Mr. Yamsek and Mr. Bluebond explained that it was eight doors at \$2,000.00 each. The cost included the door and the hardware.
- Enrollee Stats – There were no questions or comments from the Board.
- Operating Contracts – There was no Operating Contracts Report this month.
- Program Data Quarterly Reports – There were no Program Data Quarterly Reports this month.

J. Public Relations

- The Provider Insider Newsletter for fall 2015 will contain the following:
 - MCBDD provider information
 - Trainings and events and the ability to post provider events

- MUI information and links
- Certification updates and changes
- TTx Golf Outing
 - Four teams represented the MCBDD
 - It was their largest outing yet
 - They will be presenting a large donation to the Board at the next Board Meeting
- The Community Relations Coordinator is working with the media to promote the following:
 - The Incredible Years Program
 - The Ohio Self Determination Association (OSDA) Conference being held at the MCBDD
- Upcoming Events
 - Community Shred Day, October 10th
 - Fall Fest and Access Fair, October 22nd
 - Senior Day, October 23rd

K. Public Forum (Board Policy 2.4.4)

Mr. Ken Miller, SSA Director, whose last day is Friday, October 2nd, due to retirement, thanked the Board for their dedication to the individuals we serve. He stated that the MCBDD has a great team and has come a long way. He wished all the very best and will miss everyone. Mr. Miller received a standing ovation from the Board and staff.

IV. Adjournment

Motion was made by Ms. Thomas Fain, seconded by Ms. Holmes, to adjourn the meeting at 8:01 p.m.

Motion passed with a unanimous “aye” vote.

FOR APPROVAL

Kent Daugherty
Board President
Medina County Board of DD

Sharon Holmes
(Acting) Secretary
Medina County Board of DD