

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REGULAR BOARD MEETING MINUTES
December 15, 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, Ms. Thomas Fain

Board members absent: Mr. Mitzel, Ms. Holmes, Mr. Belsole

Staff present: Ms. Davis-Kramp, Mr. Goebel, Ms. Lees, Ms. Hetkey, Mr. Miller, Ms. Finnerty, Mr. Bluebond, Ms. Majoros, Ms. Davis, Ms. Bohner, Mr. Dryer, Mr. Hales, Mr. Khadige, Ms. Reed,

II. Executive Session

Motion was made by Ms. Thomas Fain, seconded by Ms. Barnes Brown, to enter into Executive Session for the following reasons:

- A. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- B. 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 5:07 p.m.

The Board exited Executive Session at 5:35 p.m.

General Session resumed at 6:06 p.m.

III. General Session

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

1. Approval of the Minutes from the Open Forum Meeting, November 17, 2014

Motion was made by Ms. Orlandi, seconded by Ms. Barnes Brown, to approve the minutes from the Open Forum Meeting on November 17, 2014.

Ms. Thomas Fain abstained. All others voted "aye". Motion passed.

2. Approval of the Minutes from the Regular Board Meeting, November 17, 2014

Motion was made by Ms. Barnes Brown, seconded by Ms. Thomas Fain, to approve the minutes from the Regular Board Meeting on November 17, 2014.

Motion passed with a unanimous "aye" vote.

D. Old Business

No Old Business to discuss.

E. New Business

1. Fleet and Liability Insurance Resolution #29-14 (ACTION)

Motion was made by Ms. Orlandi, seconded by Ms. Barnes Brown, to approve Resolution #29-14 to authorize the Superintendent to purchase \$3M fleet insurance for \$21,507.00 and \$1M/\$3M general liability insurance for \$19,032.00 from Hylant Administrative Services, LLC for the Ohio School Plan policy. The coverage period is January 1, 2015, to December 31, 2015.

Mr. Daugherty stated that this coverage includes multiple liability points. Mr. Daugherty would like to review the policy. Mr. Bluebond will provide the information.

Motion was passed with a unanimous "aye" vote.

2. 2015 Invo Healthcare Contract Resolution #30-14 (ACTION)

Motion was made by Ms. Thomas Fain, seconded by Ms. Barnes Brown, to approve Resolution #30-14 to authorize the Superintendent to enter into a contract with Invo Healthcare for the following services: Occupational Therapy for \$62,176.00 at \$58.00 per hour, Occupational Therapy Assistant (COTA) for \$62,700.00 at \$44.00 per hour.

The contract will be effective from January 1, 2015, through December 31, 2015, for an amount not to exceed \$124,876.00.

Mr. Bluebond presented a 2014 to 2015 rate comparison sheet that also shows year to date spending.

Motion passed with a unanimous "aye" vote.

3. 2015 Language Learning Associates, LLC Contract Resolution #31-14 (ACTION)

Motion was made by Ms. Orlandi, seconded by Ms. Thomas Fain, to approve Resolution #31-14 to authorize the Superintendent to enter into a contract with Language Learning Associates, LLC for the following services: Speech Therapy

The contract will be effective from January 1, 2015, through December 31, 2015, for an amount not to exceed \$164,640.00 for Speech Therapy.

Motion was passed with a unanimous "aye" vote.

4. 2015 NEON Contract Resolution #32-14 (ACTION)

Motion was made by Ms. Orlandi, seconded by Ms. Barnes Brown, to approve Resolution #32-14 to authorize the Superintendent to enter into a contract with Northeast 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
Other services on an as needed basis

The contract will be effective from January 1, 2015, through December 31, 2015.

Mr. Daugherty would like more information regarding the contract. Mr. Bluebond stated that he will provide this information.

Motion was passed with a unanimous "aye" vote.

5. Nonfederal Share of Medicaid Expenditures Resolution #33-14 (ACTION)

Motion was made by Ms. Thomas Fain, seconded by Ms. Barnes Brown, to approve Resolution #33-14 to authorize the following:

The Medina County Board of DD will spend up to a total of \$3,721,565, in calendar year 2015, to pay the nonfederal share of Medicaid services as required by Section 5126.0511(A)(5) of the Ohio Revised Code. This amount shall be adequate to assure that Medicaid services will be available in the county in a manner that conforms to all applicable state and federal laws.

A brief discussion regarding what would happen if the Board did not pay this Nonfederal Share of Medicaid Expenditures. Mr. Bluebond explained.

Motion was passed with a unanimous "aye" vote.

6. Windfall Industries Contract Resolution #34-14 (ACTION)

Motion was made by Ms. Thomas Fain, seconded by Ms. Orlandi, to approve Resolution #34-14 to authorize the Superintendent to enter into a contract with Windfall Industries for consumer employment. The contract will be effective from January 1, 2015, through December 31, 2015, for an amount not to exceed \$608,919.76.

Mr. Daugherty requested to view a copy of the Windfall Industries contract with explanations of what represents what. Paula will provide this information.

Ms. Barnes Brown asked what caused the increase in cost. Ms. Majoros stated that it was due to the following; increase needed in Career Connections and Hand in Hand Creations, the minimum wage increase and a general 3% increase for some areas.

Ms. Thomas Fain asked why the cost for Soprema Café was less. Ms. Majoros stated that MCBDD staff are their less now and Windfall staff more often.

Motion passed with a unanimous “aye” vote.

7. Management and Administrative Contracts Resolution #35-14 (ACTION)

Motion was made by Ms. Barnes Brown, seconded by Ms. Thomas Fain, to approve Resolution #35-14 to approve the following management contracts effective January 1, 2015, through December 31, 2016:

Annmarie Finnerty (Director of Quality Systems)
Carey Bates (Medicaid Services Manager)
Diana Davis (Director of Human Resources)
David Yaniga (Human Resource Specialist)
Edwin Dryer (Community Employment Manager)
Gary Hales (Facilities Coordinator)
Jon Bluebond (Director of Business)
Jeramee Caraballo (Waiver Data Financial Specialist)
Dr. Kaye Stanley-Bryson (Director of Children’s Services)
Katie Cantrell (Administrative Support Clerk II)
Mary Bachtell (Records Specialist)
Michelle Day (Director of Nursing)
Marie Friss (Confidential Secretary)
Michele Reed (Financial Data Specialist)
Mark Yamsek (Operations Director)
Nina Bates (Confidential Secretary)
Patricia Hetkey (Community Relations Coordinator)
Robert Young (Individual Supports Manager)
Shannon Lees (Executive Administrator)
Rachel Hendrickson (Service and Support Administration Manager)
Pamela Hunt (Individual Supports Manager)

Michael Kovach (Equipment Manager)
Gene Goebel (Assistant Superintendent)

Mr. Daugherty stated that he and the Board are very appreciative of what the staff has done.

Motion approved with a unanimous “aye” vote.

8. Policy Review and Approval (ACTION)

Motion was made by Ms. Orlandi, seconded by Ms. Barnes Brown, to approve the attached policy memo with the recommended policy changes listed.

Motion was approved with a unanimous “aye” vote.

9. Annual Organizational Meeting Date (ACTION)

Motion was made by Ms. Orlandi, seconded by Ms. Barnes Brown, to approve the Annual Organizational Meeting date of Monday, January 26, 2015, at 5:00 p.m.

Motion was approved with a unanimous “aye” vote.

10. Nominating committee for Selection of 2015 Board Officials – Meeting Date (ACTION)

Motion was made by Ms. Barnes Brown, seconded by Ms. Thomas Fain, to approve the Nominating Committee Meeting date of Monday, January 26, 2015, at 4:30 p.m.

Mr. Daugherty appointed Ms. Thomas Fain, Ms. Barnes Brown and Ms. Orlandi to the Nominating Committee. All accepted.

Motion passed with a unanimous “aye” vote.

11. Individual Board Member Self Evaluation (ACTION)

Ms. Davis-Kramp requested that all Board members submit the Self Evaluation form to Kent who will then submit to Annette for review and filing. Ms. Davis-Kramp will need the evaluations prior to the January Board meeting. Mr. Daugherty asked that the Board members have this to him no later than January 5, 2015. Ms. Lees will email the evaluation to all Board members.

12. Salary Increase for Superintendent (ACTION)

Motion was made by Ms. Orlandi, seconded by Ms. Thomas fain, to increase the Superintendent’s salary by 3.5%, effective January 1, 2015.

Mr. Daugherty stated that Ms. Davis-Kramp has done a wonderful job as Superintendent.

Motion passed with a unanimous “aye” vote.

F. Discussion Items

1. Central Processing Facility (CPF)

Ms. Davis-Kramp stated that due to legal issues, she is not able to discuss this item.

2. SHC Daycare

Ms. Davis-Kramp stated that the SHC Board has voted to follow through with the daycare agreement. Ms. Davis-Kramp will be meeting with Melanie Kasten-Krause, Executive Director of SHC, to discuss MCBDD's involvement.

Mr. Daugherty asked if any financial information has been shared with the MCBDD since the non-disclosure form was signed. Mr. Bluebond stated that he has received some financial information. It is his understanding that the support they are looking for from the MCBDD will be later on and will include some professional support, as well.

3. Operating Plan

Ms. Davis-Kramp stated that the 2015 Operating Plan will be presented in January. This is to avoid any confusion with the current Operating Plan being presented to the CARF surveyors and to ensure that it is a document that the Board can be proud of.

4. MUI Semi-Annual Reports – Justification of Unapproved Behavior Supports

An explanation of unapproved behavior supports used for the current year was distributed to the Board, along with an explanation of the techniques used. Ms. Davis-Kramp asked the Board to email her with any questions regarding the report and they will be addressed.

G. Reports Review

- Superintendent's Report – The Superintendent's Report was reviewed by Ms. Davis-Kramp. She discussed the interaction between Disability Rights Ohio (DRO) and DODD. She stated that the Ohio Association of County Boards (OACB) is having difficulty replacing Kim Linkenhoker, previous Associate Director for OACB. Thus far, candidates do not have the experience needed in the field of Developmental Disabilities. The CARF survey begins on Wednesday, December 17th. The entrance interview begins at 8:30 a.m. in Board Conference Room 1 and 2. The exit conference will be on Friday, December 19th, at approximately 1:30 p.m. All are welcome to attend both. The following questions from the Board were addressed:
 - Mr. Daugherty asked if providing services in the Natural Environment is a challenge for the agency. Ms. Davis-Kramp stated, "Yes it is." Ms. Davis-Kramp discussed the services with the MCBDD and Help Me Grow and the change this brings about for the families. Ms. Davis-Kramp stated that this was one of the citations received as a result of the recent State Accreditation.
 - Mr. Daugherty asked about the Work Center only being open as an exception being listed as a critical issue in the report. Ms. Davis-Kramp

stated that we need to notify the community of why this change is being made and make sure they know that this is a national movement.

- Ms. Barnes Brown asked for clarification on the waiting list numbers. Ms. Majoros explained that the reporting is now being split between SSA and Adult Services. Ms. Barnes Brown asked if we are accepting anyone into the Work Center. Ms. Davis-Kramp stated that we are not accepting new enrollees into the Work Center, unless it has been determined that community employment is not an option at this time. Ms. Davis-Kramp also briefly discussed the Individual Supports Options area.
- Mr. Daugherty asked what happens if after completion of the 90 day assessment it is determined that the individual is not able to be employed in the community at this time. Ms. Majoros stated that in that circumstance the Work Center could be a possibility.
- Ms. Thomas Fain thanked Mr. Hales for stepping up and assuming Mr. Yamsek's duties in his absence.
- Mr. Dryer discussed a presentation on the Collaborative Efforts of Team Building that he, Ms. Hunt, Ms. Majoros, Ms. Addington, Ms. Call and Tara Blake from OOD gave at the DCDT Conference on November 6th.
- Ms. Majoros stated that Jeremy J., along with another individual, presented on Project STIR at the OACB Annual Conference.
- Financial Report - Mr. Bluebond reviewed the Financial Report and stated that the agency is right where we should be at this time of year. Nothing unusual to report.
- Voucher Report(s) – Mr. Bluebond reviewed the Voucher Report. Mr. Daugherty asked where the agency stands with the Security Plan. Mr. Bluebond stated that Mr. Yamsek has additional plans for 2015.
- MCBDD Enrollee/Personnel Statistics Report – The Enrollee Statistics Report was reviewed. Mr. Bluebond stated that the Enrollee Stats are now being pulled from Gatekeeper rather than Q. Mr. Bluebond briefly discussed the waiver waiting list numbers. Mr. Daugherty stated that he would like the Board to have more training and information on waivers. Ms. Barnes Brown questioned the terms used in the community employment stats. Ms. Majoros explained that billing is done by ratio location and those are the location abbreviations.
- Operating Contracts Report (Quarterly – January, April, July, October) – No report this month.
- Program Data Quarterly Reports (Education, Assisted Safety Response, Ombudsman) – No report this month.

H. Public Relations

- The MCBDD is currently participating the annual Baby It's Cold Outside drive to collect not only hats, gloves and scarves, but also personal care items for those in need. Over 1,000 items have been collected.

- The New Directions newsletter has gone out to families, providers and guardians. The next newsletter will include information regarding ISP and EI changes.
- Several MCBDD staff participated in Leadership Medina's Health and Human Services event on December 10th. More than 150 were in attendance for this event which featured speaker, Terry Gordon. Food was supplied by Windfall Industries.
- Upcoming events:
 - Local Government Expo on Wednesday, January 14th
 - Red Cross Blood Drive on Monday, January 26th. The Red Cross requested an additional drive each year based on success.
 - Wadsworth Chamber Non-Profit Showcase on January 28th.

Mr. Daugherty asked how we are preparing for the January 7th informational meeting. Ms. Hetkey stated that Ms. Davis-Kramp has already done three presentations; two for MCBDD staff and one for the Family First Council (FFC). Ms. Davis-Kramp stated that DODD is also giving a presentation on January 8th and this may impact attendance at our event. Ms. Lees will send the DODD presentation to the Board members via email. Ms. Barnes Brown asked if the information would be the same at both presentations. Ms. Davis-Kramp stated it would not.

Ms. Orlandi asked is we have gotten this information out to other providers to help spread the word. Ms. Hetkey stated that providers receive the information via the newsletter, but we will make a special effort to get the information to them.

I. Open Forum (Board Policy 2.4.4)

The Administration would like to thank the Board for their service over this past year. We would also like to say thank you for their continued support. Happy Holidays to all.

Mr. Daugherty thanked the Board for their support.

IV. Adjournment

Motion was made by Ms. Orlandi, seconded by Ms. Thomas Fain, to adjourn the meeting at 7:17 p.m.

Motion passed with a unanimous "aye" vote.

FOR APPROVAL

Mr. Daugherty, Board President
Medina County Board of DD

Ms. Orlandi, Secretary
Medina County Board of DD