

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
REGULAR BOARD MEETING MINUTES  
November 17, 2014**

**I. Call to Order**

The Regular Board Meeting was called to order by President, Mr. Daugherty, at 5:00 p.m. Board members present: Mr. Belsole, Ms. Orlandi, Ms. Barnes Brown, Ms. Holmes and Ms. Thomas Fain (both arrived at 5:09 p.m.), Mr. Mitzel (arrived at 6:40 p.m.)

Staff present: Ms. Davis-Kramp, Mr. Goebel, Ms. Lees, Ms. Hetkey, Mr. Miller, Ms. Finnerty, Mr. Bluebond, Dr. Stanley Bryson, Ms. Majoros, Ms. Davis, Ms. Cantrell and Mr. Krebs

Others present: Mr. Schmitz, Attorney

**II. General Session**

**A. Pledge of Allegiance**

**B. Mission Statement Affirmation**

**III. Executive Session**

Motion was made by Mr. Belsole, seconded by Ms. Orlandi, 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.** 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 5:02 p.m.

The Board exited Executive Session at 5:41 p.m.

General Session resumed at 6:00 p.m.

**IV. General Session**

Mr. Daugherty stated that the Agenda has been revised.

**A. Approval of Minutes**

- 1. Approval of the Minutes from the Regular Board Meeting, October 20, 2014**

Motion was made by Ms. Orlandi, seconded by Mr. Belsole, to approve the minutes from the Regular Board Meeting on October 20, 2014.

Ms. Barnes Brown complimented Ms. Lees on always doing a great job on the meeting minutes.

Motion was passed with a unanimous "aye" vote.

**2. Approval of the Minutes from the Special Board Meeting, November 3, 2014**

Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to approve the minutes from the Special Board Meeting on November 3, 2014.

Mr. Daugherty complimented Ms. Lees on doing a great job on the minutes from the November 3, 2014, Special Board Meeting.

Ms. Thomas Fain, Mr. Belsole, Mr. Mitzel and Ms. Barnes Brown abstained. All others voted "aye. Motion passed.

**B. Old Business**

No Old Business.

**C. New Business**

**1. Delegate Assembly Resolution #24-14 (ACTION)**

Motion was made by Ms. Thomas Fain, seconded by Ms. Orlandi, to approve Resolution #24-14 to appoint a representative to attend, vote and to give authority to use this representative's discretion in representing the Board's best interest at the OACB Delegate Assembly to be held December 3, 2014, in Columbus.

Mr. Daugherty recommended that Ms. Davis-Kramp be appointed as the agency representative. All Board members agreed.

Motion was passed with a unanimous "aye" vote.

**2. Lease Agreement Resolution #25-14 (ACTION)**

Motion was made by Ms. Thomas Fain, seconded by Ms. Orlandi, to approve Resolution #25-14 to authorize the Medina County Board of Developmental Disabilities' Superintendent to enter into a lease agreement with GBSANT, LLC dba MONTVILLE CENTRE at 1153 Medina Road #100, Medina, Ohio for approximately 12,133 square feet of space (Units 105, 106, 107 and 108) in the building located at 2736 Medina Road, Medina, Ohio. The total annual lease amount is \$180,000.00. The lease agreement is for a term of five (5) years, commencing as of February 1, 2015.

Mr. Daugherty stated that the team involved did a great job with this project. Ms. Davis-Kramp gave kudos to Mark, Jon and Gene for all of their hard work.

**3. Appropriation Transfer Resolution #26-14 (ACTION)**

Motion was made by Mr. Belsole, seconded by Ms. Barnes Brown, to approve Resolution #26-14 to authorize the Medina County Auditor to make the following appropriation transfers:

\$ 41,500.00 from 3300-7700-0981 Reserve Balance to 3300-7700-0617 Utilities  
\$ 36,600.00 from 3300-7700-0981 Reserve Balance to 3300-7700-0580 Contract Services  
\$ 12,000.00 from 3300-7700-0981 Reserve Balance to 3300-7700-0780 Equipment Purchases

The request to transfer \$41,500.00 from the Reserve Balance to Utilities is due to an increase in use of gas for heating and an increase in the electric rates. The request to transfer \$36,600.00 from Reserve Balance to Contract Services is for contracted computer consultation services with ISSI and Robert Half. The request to transfer \$12,000.00 from the Reserve Balance to Equipment Purchases is for wireless internet access throughout the MCAC facility. The total transfer from the Reserve Balance is \$90,100.00.

Motion was passed with a unanimous "aye" vote.

**4. 2015 Budget Resolution #27-14 (ACTION)**

Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to approve Resolution #27-14 to approve the 2015 Budget for total revenue of \$22,968,594.00 and total expenditures of \$23,535,269.00.

The 2015 Budget request supports the programs previously presented to the Board including Adult Services, Transportation, SSA, Early Intervention, School Services, Community-based Residential Services and matching funds for Medicaid. The budget affirms the Board's commitment to Employment First through Board funding of community employment and transportation. The budget includes increased funding for Early Intervention services provided in natural environments.

Mr. Belsole stated that Jon did a nice job. It was very thorough.

Mr. Daugherty stated that he appreciated the presentation Mr. Bluebond gave on November 13, 2014. Mr. Daugherty also thanked Jon for adding the requested narrative into the budget document.

Ms. Davis-Kramp thanked the Board for their support with the 2015 Budget.

Motion was passed with a unanimous "aye" vote.

**5. Appointment of a County Board Member as Advocacy Chair Resolution #28-14 (ACTION)**

Mr. Daugherty asked Ms. Davis-Kramp who she felt would be the best candidate for appointment. Ms. Davis-Kramp stated that she felt Mr. Mitzel would be a good candidate.

Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to approve Resolution #28-14 to appoint Jay Mitzel as Advocacy Chair.

Explanation: The Ohio Association of County Board's (OACB) has requested that each County Board of DD appoint an Advocacy Chair to become responsible for three major functions:

1. Share news, updates and requests for assistance (as prepared by OACB staff) both during Board meetings and other situations, as necessary,
2. Assist OACB staff in executing advocacy strategies and identifying community supporters; and
3. Facilitate contact and develop relationships with elected officials.

Motion was passed with a unanimous "aye" vote.

#### **F. Discussion Items**

##### **1. Operating Plan for 2015 and 2016**

Ms. Davis-Kramp discussed how the year 2015 and 2016 Operating Plan was developed. Ms. Davis-Kramp stated that it would be mailed to the Board members within a week or so. She requested that they contact her with any concerns as she would like the Plan to be voted on at the December Board meeting, if at all possible.

##### **2. MUI Semi-Annual Report**

Ms. Davis-Kramp stated that this report was created by Wanda Fuqua, MUI Manager. Mr. Miller reviewed and discussed difficulties and corrective actions.

Mr. Belsole asked what UBS was in the report. Mr. Miller stated that it stands for Unapproved Behavior Support.

Ms. Barnes Brown stated that she did not understand what a UBS was. Dr. Stanley Bryson addressed Ms. Barnes Brown's question.

Dr. Stanly Bryson stated that half of the UBS items were from one individual who had been having a difficult time with medication and other changes in their life. She stated that the interventions were for emergency situations and their use was justified. Ms. Barnes Brown asked if those explanations could be added to the report.

Mr. Belsole stated that more information on the report would be helpful.

Ms. Thomas Fain shared a story regarding a transportation situation with an individual where the County Board was very diligent about Health and Safety.

### 3. ODE Review

Ms. Davis-Kramp stated that the comments received from the ODE Reviewers were positive. A statistical analysis of components missing from the ISP will be received in late January or early February. Corrections will then have to be made. One comment made was that the surveyors felt that students should have more involvement with events at their home school districts.

### G. Reports Review

- Superintendent's Report – The Superintendent's Report was reviewed by Ms. Davis-Kramp. She stated that the State Committees have been busy working on transition, transformation and the firewall document. The following questions/comments from the Board were addressed:
  - In speaking about “shutting the doors” of the Work Center, what else would have to be “shut”? Ms. Davis-Kramp responded: The Adult Day Program would not be able to take in Transition Students unless as the provider of last resort or unless going into the Community or STEP departments.
  - What about the Community Integration (CI) department? Ms. Davis-Kramp stated that a high percentage of the individuals in the CI department have difficulty thriving in Community Employment. These services may need to be looked at in order to be provided another way.
  - Regarding residential planning, what is being done about the homes with multiple bedrooms and a tenant who does not want a roommate? Mr. Bluebond responded and stated that the homes referred to in the Superintendent's Report have been this way for a while. Individuals are given the opportunity to reject or accept a roommate. Mr. Bluebond stated that we may have to look at the agreement with Medina Creative Housing regarding these situational placements. Ms. Thomas Fain suggested that the person who does not want a roommate should be moved to a one bedroom home. Mr. Bluebond stated that that has been suggested in the past, but the final decision to carry it out has not yet been made. Mr. Mitzel discussed previous subsidies and stated that the agency needs to have a fair policy regarding this.
  - Will there be enough SSA's to assign to the individuals involved in the ICF conversions? Mr. Miller stated that at this time, there are no homes that qualify for the conversion.
  - A brief discussion regarding the county levy was held. The question of when will the levy be on the ballot was asked. Ms. Davis-Kramp stated that, as far as she understands, the plan is to be placed on the ballot in May. More information is in the Superintendent's Report.
  - Ms. Thomas Fain enjoyed the story in the Superintendent's Report about the young lady who no longer drinks pop.
  - Ms. Thomas Fain asked if any staff attended the recognition ceremony for Todd C. Ms. Davis-Kramp and Ms. Majoros responded and stated that his SSA attended, as well as Keive Dermody, his Community Support

Supervisor. Ms. Hetkey stated that she is working with the local media to get this story published.

- Mr. Belsole asked how we are doing with provider transportation. Ms. Majoros stated that there is information in the Superintendent's Report each month regarding which providers are assisting individuals.
- Mr. Mitzel asked if Medina County Transit ever put the signs up so individuals know where to catch the transit. Mr. Daugherty stated that it had not been done yet. Mr. Bluebond stated that he had spoken with them and they said they were waiting to finalize all the routes. Mr. Bluebond will follow up.
- Regarding the waiting list, Mr. Daugherty would like to know which services are being desired by the individuals on the list. Mr. Miller stated that most are looking for vocational services. We will continue to work on the presentation of the Waiting List.
- Financial Report - Mr. Bluebond reviewed the Financial Report. Mr. Belsole commented on the decrease in Worker's Compensation costs. Mr. Bluebond will speak with Diana to discover the reason for the decrease. Ms. Davis did state that whenever possible, staff assigned to "light duty" are kept working rather than staying home.
- Voucher Report(s) – Mr. Bluebond reviewed the Voucher Report. He stated that a van was purchased this past month. In addition, we recently received notice that we will be receiving another van via an Ohio Department of Transportation Grant. Mr. Bluebond extended thanks to Michele Reed, Financial Data Specialist, for completing the grant.
- MCBDD Enrollee/Personnel Statistics Report – The Enrollee Statistics Report was reviewed. Mr. Daugherty questioned the Waiver Waiting List number. Mr. Miller stated that this could be due to the fact that individuals are on multiple lists and some now reside in an Intermediate Care Facility (ICF) but wanted to remain on the waiting list. A brief discussion regarding upcoming changes in waivers was held.
- 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. Mr. Mitzel asked how the Ombudsman services were coming along. Ms. Hetkey stated that there has been an increase in hits on the website for this service. Mr. Mitzel stated that we need to continue to support this very important service in our community.

## **I. Public Relations**

- Warm Up Medina County is an annual event at the Medina County District Library. This year we received hand made blankets, hats and scarves for students and adults.

- We are partnering with Leadership Medina County to be a sponsor of Health and Human Services Day which will feature Dr. Terry Gordan as keynote speaker.
- We are in the process of finalizing the Americans with Disabilities Act (ADA) compliance for the agency website, the Community Engagement Plan and the Crisis Communication Plan.
- The old website had approximately 2,300 views last year. The new website, so far this year, has had more than 6,900. Most popular are the employment, contact information, calendar and resource list sections.
- Upcoming events:
  - The Annual Hat and Glove Drive will be held through December 12<sup>th</sup>; personal care items are also being accepted as the need for these items has risen.
  - The Local Government Expo will be held on December 10<sup>th</sup>.
- Mr. Daugherty asked Ms. Hetkey when the Agency Position Paper would be released. Ms. Hetkey stated that it is at the printers and she was assured it would be out by Thursday, November 19<sup>th</sup>. The first Open Forum Meeting to answer questions regarding the State and Federal Issues will be held on January 7, 2015, at 6:00 p.m.

**J. Open Forum (Board Policy 2.4.4)**

Ms. Davis-Kramp introduced Marie Friss as Ms. Lees' backup for Board meetings. Ms. Friss is the current Confidential Secretary in the Adult Services Office.

Ms. Davis-Kramp also introduced John Krebs, Enterprise Coordinator, and Katie Cantrell, Administrative Support Clerk II, who were both in the audience.

**V. Adjournment**

Motion was made by Mr. Mitzel, seconded by Mr. Belsole, to adjourn the meeting at 7:17 p.m.

Motion passed with a unanimous "aye" vote.

**FOR APPROVAL**

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Mr. Daugherty, Board President  
Medina County Board of DD

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Ms. Orlandi, Secretary  
Medina County Board of DD