

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Nominating Committee Meeting Minutes
January 22, 2018

I. Call to Order

The Nominating Committee Meeting was called to order at 4:30 p.m., by Board Member Lisa Morrison.

Those present from the Board included the following: Lisa Morrison, Elaine Orlandi, Sally Albrecht, and Wayne Carroll.

II. Election of Officers

The Nominating Committee met regarding the slate of officers for the year 2018. The proposed slate is as follows:

President: Wayne Carrol

Vice President: Dave Hartman

Secretary: Elaine Orlandi

In addition, Sally Albrecht stated she would be willing to serve, if needed.

III. Adjournment

A Motion was made by Ms. Morrison, seconded by Mr. Carroll, to adjourn the Nominating Committee Meeting at 4:40 p.m.

FOR APPROVAL

Board Chair
Medina County Board of DD

Board Secretary
Medina County Board of DD

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Annual Organizational Meeting
January 22, 2018

I. Calling to Order

The Annual Organizational Meeting was called to order by Board President, Ms. Thomas Fain at 5:02 p.m.

Board Members in attendance included: Ms. Thomas Fain, Ms. Orlandi, Ms. Morrison, Ms. Matthey, Mr. Carroll, Ms. Albrecht, and Mr. Hartman.

Those present from the Achievement Center were: Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Davis, Ms. Majoros, Ms. Wilbraham, and Ms. Bohner.

II. Election of Officers

The Nominating Committee met on January 22, 2018, and presented the following slate of officers for the year 2018:

President – Wayne Carroll

Vice President – Dave Hartman

Secretary – Elaine Orlandi

Ms. Albrecht indicated she would also be willing to serve, if needed.

No nominations were made from the floor. A Motion was made by Ms. Albrecht, seconded by Mr. Hartman, to approve the 2018 slate of officers as presented by the Nominating Committee.

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

At this time, Mr. Carroll assumed the responsibilities of Board President. Ms. Orlandi remained Secretary.

III. Committee Appointments

A brief description of committee member responsibilities was given. It was stated that a Board Member with a child receiving Board Services should not serve on the Ethics Committee; however, if it is necessary to have a Board Member with a child receiving services on the Ethics Committee, they would need to abstain from voting. The following Board Members volunteered to serve on the listed committees:

Donated Funds Committee – Lisa Morrison, Elaine Orlandi, Christy Matthey

Ethics Committee – Christy Matthey, Sandra Thomas Fain, Lisa Morrison

A Motion was made by Ms. Orlandi, seconded by Ms. Thomas Fain, to accept the 2018 committee appointments.

Additional committees were recommended and include a Building/Facilities Committee and a Finance Committee. The Superintendent stated that forming a Board Building/Facilities Committee could be done; however, there is already an agency Building Committee in which a Board Member could participate. Mr. Hartman will sit on the internal Building Committee, as well as the Strategic Planning Committee. The Superintendent also stated that the Finance Committee does not need to be formed at this time, but should be implemented by July, 2018. This committee would go into more detail regarding the budget. The Superintendent stated that it would be helpful to have a Board Member sit on the Call For Solutions Committee. Ms. Morrison indicated she was interested, depending on the time the meetings are held. Ms. Albrecht is also interested in the Call For Solutions Committee. The Superintendent stated that Ms. Brodzinski, Transformation Manager, submitted her resignation effective February 9, 2018. The Superintendent will look to internal resources when reviewing the responsibilities of this position. Mr. Hartman asked if the contracts with providers should state that they are required to attend the monthly Provider Relations Committee Meetings (a sub-committee of the Call For Solutions Committee). The Superintendent stated that the new contracts for locally funded day service and transportation services do contain a similar statement. Mr. Carroll stated that there will need to be a Superintendent Search Committee in the near future. Mr. Carroll, Ms. Thomas Fain, and Ms. Albrecht would like to serve on that committee and will meet with Diana Davis, Director of Human Resources, to discuss.

The Motion passed with a unanimous “yes” vote.

IV. 2018 Table of Organization

A Motion was made by Ms. Thomas Fain, seconded by Ms. Morrison, to approve the 2018 Table of Organization as presented. There was no discussion.

The Motion passed with a unanimous “yes” vote.

V. Declaration Requirements of S.B. 10

All Board Members submitted their signed S.B. 10 documents to Ms. Lees at this meeting.

VI. Conflict of Interest

All Board Members submitted their signed Conflict of Interest documents to Ms. Lees at this meeting.

VII. 2018 Board Meeting Dates and Presentation Schedule

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to approve the 2018 Board Meeting Date and Presentation Schedule as presented. The presentations are not listed and are TBD. Ms. Albrecht stated that most public meetings begin at 7:00 p.m. and feels the Board should consider changing the times of the MCBDD Regular Board Meetings. She stated that stakeholders need to be present. Several Board Members stated that the 7:00 p.m. time was not convenient for them. The Superintendent stated that the later meeting time works well for Public Forums when the topic is specific; however, in the past, the agency has tried different meetings times for regular board meetings, which have not been successful in gaining stakeholder attendance. Ms. Albrecht also questioned why the Executive Session is held at the beginning of the meeting and listed on every agenda when sometimes there is nothing to discuss in Executive Session. She feels that holding the Executive Session at the beginning may make the Board

Members feel as though they cannot call an Executive Session during the meeting, which is allowed. In the future, the Superintendent and Board will be more aware of the need and specific purpose for Executive Session in order to keep those conversations on topic. She also asked why there is no meeting in August. The Superintendent stated that having no meeting in August has been done for years; however, there is usually a Special Meeting or Board Retreat held during that month.

Ms. Albrecht voted “no”. All others voted “yes”. The Motion passed. The Board Meeting General Session will be held at 6:00 p.m.

VIII. Adjournment

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to adjourn the MCBDD Annual Organizational Meeting at 5:39 p.m.

The Motion passed with a unanimous “yes” vote.

FOR APPROVAL:

Board Chair
Medina County Board of DD

Secretary
Medina County Board of DD

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
January 22, 2018

I. Call to Order

The MCBDD Board Meeting was called to order by Board President, Mr. Carroll, at 5:40 p.m. Other Board Members present included the following: Ms. Thomas Fain, Ms. Orlandi, Ms. Matthey, Ms. Morrison, Ms. Albrecht, and Mr. Hartman.

Staff present included the following: Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Hetkey, Ms. Majoros, Ms. Davis, Ms. Wilbraham, Ms. Hunt, Mr. Dryer, Ms. Bohner, Dr. Stanley Bryson, Ms. Hetkey, Ms. Hollifield, Mr. Krebs, and Ms. Bates.

Others present included the following: Parents, Fran Koenig, Charlotte Carroll, and Barbara Drager; Jim Brown, Windfall Industries; and Melanie Kasten-Kraus, Sharon Biggins, and Deborah Haumesser, SHC.

II. Executive Session

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, 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.

The Motion passed with a unanimous "yes" vote. The Board entered into Executive Session at 5:42 p.m. The Board exited Executive Session at 5:58 p.m.

III. General Session

A. Pledge of Allegiance

B. Mission Statement Affirmation

C. Approval of Minutes

- 1. Approval of the Minutes from the Regular Board Meeting, December 11, 2017

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to approve the Minutes from the Regular Board Meeting on December 11, 2017.

There was no discussion. The Motion was approved with a unanimous "yes" vote.

D. Old Business – There was no Old Business.

E. Follow Up

1. The Levy Committee – The Levy Committee will meet at 10:30 a.m. on Wednesday, January 24. Dave Clardy from Intervention For Peace is the Chair, Alice Kanta is the Treasurer. The Superintendent, Annie Finnerty, and Patti Hetkey will also participate on this committee. The focus will be fundraising and developing questions for the Board for levy planning. Ms. Albrecht will also attend the meeting. The Superintendent will be speaking with other county boards who have completed successful levy campaigns.
2. Donations for Special Olympics on the MCBDD website – Mr. Hartman had asked at a previous meeting why donations for Special Olympics aren't possible on the MCBDD website. The Superintendent stated that Special Olympics of Ohio does not accept electronic donations. In addition, it has been our practice to not differentiate with the non-profit organizations regarding donations. There is, however, a link on the MCBDD website to the Special Olympics website which would direct them how to donate directly to Special Olympics.
3. MedinaMade – We have evaluated whether or not to continue with the MedinaMade store. This store is a partnership with SHC and the Community Employment Department. The recommendation from both partners is to close the MedinaMade store, effective the end of February, 2018. SHC's financial loss has been more than anticipated. Mr. Dryer stated that this was a good partnership; however, the lack of sales was not anticipated and led to a lessening of training opportunities for individuals. Ms. Kasten-Kraus stated that many of the goals were achieved, but when comparing the cost in relation to the outcome, feels the money could be better spent elsewhere. The space is part of our current lease and can be used to alleviate the spacing issues at the SSA offices. There are a few individuals who only worked at MedinaMade. Those individuals will be given other options for services. Others from SHC and the STEP Program would just rotate to another site. The announcement regarding closing the store will be coming soon.

F. New Business

1. Windfall Industries AI Root Contract Resolution #02-18 (ACTION)

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to authorize the Superintendent to enter into a contract with Windfall Industries for services at the A.I. Root Company. The contract will be effective from March 1, 2018, through February 28, 2020. Windfall Industries will be the Medicaid provider of record for employment services at A. I. Root and will invoice for services and be responsible for wages for the individuals' work performed. The MCBDD will provide two FTEs (full-time equivalent) staff in year one and one FTE staff in year two to assist Windfall Industries with staffing. The MCBDD will provide Nursing consultation as needed and will be evaluated on a case by case basis. The individuals attending AI Root would be picked up at their homes, go directly to AI Root, then directly home. If the MCBDD is closed due to inclement weather, the individuals would still go to AI Root on their regular mode of transportation. Mr. Brown stated that he feels it's a natural transition as Windfall Industries has worked with AI Root for many years. Mr. Hartman had some comments regarding contract language; he will send his comments to the Superintendent. Ms. Hetkey distributed the

Communication Plan and Talking Points in regard to the changes at AI Root.

Mr. Hartman and Mr. Carroll abstained. All others voted “yes”. The Motion passed.

2. Excess Property Resolution #03-18 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to declare the listed vehicles in the resolution as excess property and unusable by the Medina County Board of Developmental Disabilities. The property will be sold through auction or other means as specified in ORC 307.12, Disposition of Unneeded, Obsolete or Unfit Personal Property. The MCBDD Transportation Department has inspected and evaluated these vehicles and determined that the vehicles are obsolete due to ongoing repair costs. These vehicles will be disposed of for their trade-in value in order to purchase a new vehicle.

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

3. NEON Contract Resolution #04-18 (ACTION)

A Motion was made by Ms. Albrecht, seconded by Ms. Orlandi, to authorize the Superintendent to enter into a contract with Northeast Ohio Network (NEON) for the following services: Supported Living Administration (Administration of locally funded programs), Provider Compliance Reviews, Invoice Payment, Investment of Funds, Back-up MUI Investigations, and other services on an as needed basis. The contract will be effective from January 1, 2018, through December 31, 2018. The contract with NEON will authorize the Superintendent to purchase services from NEON at the rates specified in the 2018 contract. Mr. Hartman asked if, as we change our mission, we would bring some of the responsibilities of NEON in-house. Mr. Bluebond stated that we have already done that with MUIs for board staff that may pose a conflict of interest. Ms. Wilbraham stated that it would be best for SSAs not to complete the Provider Compliance Reviews. Ms. Bates stated that the MCBDD would always evaluate the need for the services before offering a contract. Mr. Bluebond stated that there has been some discussion regarding COGS being eliminated.

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

4. Policy Review and Approval (ACTION)

Approval was requested to delete MCBDD Policy 3.9 Title XX, which will be combined with the requested new MCBDD Policy 3.14 Federal Funding Program Policy. Ms. Bates stated that the new policy language is derived from a Uniform Guidance Circular in regard to funding.

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

G. Discussion Items

1. CARF Survey and Follow Up

The CARF Survey was on January 8-10. The agency was closed on the first day due to inclement weather. The MCBDD was in 95% compliance. Performance Measurement and Evaluations are two areas that need improvement. The surveyors were very impressed with the Community Employment Department and the Self Advocacy Program. The Superintendent stated that he appreciates all the hard work from staff preparing for this survey and that it was good preparation

for the state survey coming in August. He also thanked the Board Members for their participation.

2. Strategic Planning

The Superintendent stated that he met with Dave Hartman regarding strategic planning. He stated that the Board needs to have on paper what the agency will look like in three to five years. The Impact Group is familiar with strategic planning and has worked with us before. It is the Superintendent and Mr. Hartman's recommendation that the MCBDD contract with The Impact Group to assist with strategic planning. The Superintendent has spoken with Tom Speaks from The Impact Group who stated they could meet the deliverables and complete the strategic plan by mid-April and for not more than \$20,000. This strategic plan will be very important during the search for the new Superintendent.

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to allow the Superintendent to enter into a contract with The Impact Group for strategic planning. The strategic plan should be completed by April 15, 2018, and the cost will be no more than \$20,000.

The Motion passed with a unanimous "yes" vote.

H. Reports Review

- Superintendent's Report – The following was discussed:
 - A FAQ document regarding the Waiver Waiting List is included in the Board Packet. The state is addressing this list in a campaign called 'Fix The List.'
 - MMHA is seeking financial assistance with hiring case managers. The ADAMH Board is assisting them with this issue.
 - The Commissioners put a sales tax on the ballot to pay for specific services, such as the opiate epidemic.
 - Koinoia is a provider of residential and day employment services that is looking to move to Medina County. There are very few community employment providers, so this will help fill gaps in service.
 - Central Coordination for EI has gotten better; however, it has now been announced that the Health Department plans to bid out this service. More information will be coming.
 - One of the Special Olympics athletes will be competing in Seattle, Washington. Congratulations!
 - The spot inspection of busses went well. All passed.
 - There will be a site similar to Angie's List for providers starting in February. It took three years to get this agreement. It will be called Provider Guide Plus and will contain provider profiles and comments.
 - Windfall School was awarded the Bronze Award for completing Tier 1 (school-wide implementation of strategies) of the PBIS framework. Next our team and school will be working toward implementation of Tier 2 strategies to earn the Silver Award.
 - Mr. Hartman requested to have a listing of the Boards, and their members, that work with the MCBDD. Ms. Lees will compile this list and distribute to the Board.
 - Shared Funding is between the county board, JFS, the ADAMH Board, and sometimes the court. We spend \$65,000 per year on Shared Funding. How Managed Care will affect this is a concern.

- Succession Planning – Department Heads are working on training those in succession for the position. All areas have done a good job ensuring that critical positions and functions are covered.
- Ms. Albrecht addressed the memo from Community Pathfinders that was included in the Board Packet. She stated that it appears that they believe they have been authorized by the Board to move forward with the development of a business plan. The Superintendent stated that they have been informed that they can participate in the Call For Proposal process, which could include a business plan. The Superintendent will be meeting with Tom Armstrong, Executive Director for Community Pathfinders, to discuss possible collaboration. Mr. Hartman requested that the new non-profit be added to next month's agenda under Old Business. The Superintendent can give an update following the meeting with Tom Armstrong.
- SHC will be making a proposal to the Board regarding assistance with operating costs for Camp Paradise.
- Financial Report - Ms. Bates reviewed the Financial Report. The following was discussed:
 - Revenue:
 - We received the 2013 Cost Report settlement payment of \$753,000.00. It will show up on the January financial report.
 - Donations were received from a t-shirt fundraiser for \$200.00 and \$488.00 interest was received on the Donated Funds account.
 - Expenditures: Ms. Bates reviewed the Expense Report.
 - Ms. Bates stated that 2017 ended with a surplus as opposed to the projected deficit. This was mostly due to not filling vacant positions.
 - Mr. Hartman asked if we expected any additional large 2017 expenses. Ms. Bates stated that we do not expect additional large expenses.
- Voucher Reports – Ms. Bates asked if there were any questions on the Voucher Reports.
 - Mr. Hartman asked about the expense related to the Community Career Connections Partnership with Medina City Schools. Mr. Bluebond and Ms. Kasten-Kraus explained.
- MCBDD Enrollee Statistics Report – There were no questions on the Enrollee Statistics Report.
- Provider Report - There were no questions on the Provider Report.
- Personnel Control Report – There were no questions on the Personnel Control Report.
- Quarterly Reports:
 - Ombudsman – Mr. Carroll stated that the Ombudsman gets many requests to assist with meetings. He asked if we have considered providing training for parents or an advocate. Ms. Kasten-Kraus stated that the Ombudsman attends the meetings as an advocate. The Ombudsman has been trained in multiple areas and has a large pool of resources to assist families. She is also able to do attorney referrals, when needed. Ms. Kasten-Kraus also stated that SHC has purchased Pete Wright's Wrightslaw Training; it can be loaned out if anyone would like to view it. The county board will look into providing this type of training for parents/providers.
 - Community Employment – Community Employment had a good year. Thirty one people were placed in community jobs. Many new businesses have partnered with the MCBDD for employment. Giant Eagle has hired a staff specifically to work with people with disabilities at their store. Community Connections was also very

successful. The CARF surveyors expressed concern regarding whether the county board would be able to retain community employment.

- Operating Contracts – There were no questions or comments on the Operating Contracts Report.
- Mr. Hartman stated that no MCBDD staff was present at the WI Board Meeting. Mr. Dryer stated that he was not able to attend, but Bob Young, Adult Services Manager, would be attending the January 23 meeting.

I. Public Relations

- The Blood Drive was held on January 16. This is our seventh year working with the Red Cross holding two drives per year. The Red Cross is requesting that we hold four drives per year.
- Ms. Hetkey has been meeting with local media to discuss 2018 promotions and awareness campaigns.
- We participated in the Leadership Medina County Health and Human Services Day on December 13. It was a spotlight on services in our community. Both Leadership and Junior Leadership participants were in attendance.
- Upcoming Events include the Wadsworth Chamber of Commerce Non-profit Showcase on January 31.
- Ms. Hetkey distributed a Website Analytics Snapshot for January 1-12 to give the Board an idea of how important the MCBDD website is as a tool for families to receive up-to-date information about agency status.

J. Open Forum

Barbara Drager

Ms. Drager made the following statements: Training for parents and young children is great; the Nursing staff have been phenomenal with her son; and she is a big supporter of blood/platelet donation. She stated that her concern is for the safety of individuals with disabilities and referenced two recent incidents. She feels that by not addressing the incidents, the Board is saying that they do not care. She referenced an article in Disability Scoop regarding safety and stated she would like to see a “swat team” formed that would visit group homes unannounced.

Charlotte Carroll

Ms. Carroll stated that she works in Home Health Care and that the state can come in anytime they want, unannounced, to do a review. Mr. Bluebond stated that the same rules apply for Medicaid and Medicare. Ms. Kasten-Krause stated that SHC has been surveyed unannounced.

Fran Koenig

Ms. Koenig stated that she spoke with the Superintendent on one of the days a few weeks ago when the temperatures were very cold and the MCBDD was open. She referenced a comment that was made regarding some individuals possibly being warmer in this building than they would be at home. She stated if this is true, then SSA should get involved. She feels that providers take “choice” too far when not requiring individuals to wear hats and gloves on bitterly

cold days simply because they don't want to. She also stated that parents need to speak up when they see something that isn't right.

Wayne Carroll

Mr. Carroll stated that he was listening to an NPR series called Abused and Betrayed regarding abuse directed at people with disabilities. He recommends parents go on the website and listen to the series. He stated that we need to focus on solutions.

IV. Adjournment

A Motion was made by Mr. Hartman, seconded by Ms. Orlandi, to adjourn the meeting at 8:22 p.m. The Motion passed with a unanimous "yes" vote.

FOR APPROVAL

Board Chair
Medina County Board of DD

Secretary
Medina County Board of DD