

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

**I. Call to Order**

The MCBDD Board Meeting was called to order by the Board President, Mr. Carroll, at 5:31 p.m. Other Board Members present included the following: Ms. Morrison, Mr. Hartman, Ms. Albrecht, Ms. Orlandi, Ms. Thomas Fain, and Ms. Matthey.

Staff present included the following: Mr. Bluebond, Ms. Lees, Ms. Hetkey, Ms. Davis, Ms. Hunt, Mr. Dryer, Ms. Bohner, Dr. Stanley-Bryson, Ms. Bates, and Mr. Hales.

Others present included the following: parents, Heidi Houzenga, Barb Drager, Fran Koenig, and Charlotte Carroll; Melanie Kasten-Kraus and Deb Haumesser, SHC; Jim Brown and Sue Scheutzow, Windfall Industries; Kathy Miller, and Rebecca Miller.

**II. Executive Session**

A Motion was made by Ms. Thomas Fain, 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. 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 5:32 p.m. The Board exited Executive Session at 6:10 p.m. General Session began at 6:15 p.m.

**III. General Session**

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

- 1. Approval of the Minutes from the Regular Board Meeting, September 24, 2018

A Motion was made by Ms. Morrison, seconded by Ms. Matthey, to approve the Minutes from the Regular Board Meeting on September 24, 2018. There was no discussion. Ms. Orlandi and Ms. Thomas Fain abstained. All others voted "yes". The Motion passed.

- 2. Approval of the Minutes from the Special Board Meeting/2019 Budget Draft Review, October 8, 2018

A Motion was made by Ms. Albrecht, seconded by Ms. Orlandi, to approve the minutes from the Special Board Meeting/2019 Budget Draft Review, October 8, 2018. Mr. Carroll stated that he didn't feel the philosophical discussion that was held regarding the MCBDD hiring individuals with disabilities as permanent staff rather than contracted through Windfall Industries was fully stated in the minutes. He requested that the approval include a revision to elaborate on the

discussion. Ms. Albrecht and Ms. Orlandi were in agreement with the Motion to accept the minutes with the stated revision. The Motion passed with a unanimous "yes" vote.

#### **D. Open Forum**

Barb Drager:

Ms. Drager asked why one set of information stated the amount loaned to Medina Creative Housing was \$80,000 and the minutes from the current Board Packet stated \$90,000. Ms. Bates verified that the correct amount is \$90,000 and Ms. Lees will look at the minutes to ensure they are correct.

Heidi Houzenga:

Ms. Houzenga, a parent of a child with autism who attends middle school, addressed the Board. Ms. Houzenga gave a statement regarding how her son has been treated in the past both at school and in the community. She stated that the Self Advocates came to her son's school to speak with students and faculty. In response to the Self Advocates, her son received an apology letter from one of the students who had bullied him. She stated that her son has good days now and that the message of the Self Advocates is being heard. She said that the Self Advocates feel a sense of pride and accomplishment after they finish talking to a group. Ms. Houzenga stated that supporting and promoting the Self Advocate program can lead to great things.

**E. Presentations-**There were no presentations.

**F. Old Business**—There was no Old Business.

**G. Follow Up-**There was no Follow Up.

#### **H. Discussion Items**

##### **1. Call for Solutions**

Ms. Finnerty stated that a public forum with Midwest was held on October 17, 2018. Midwest answered questions regarding nursing services and training and discussed how the MCBDD is working with them during the transition. Midwest stated that they will have a program coordinator onsite and plan to maintain the current structure and building off of it in the future. The transition is set for December 3, 2018. Mr. Carroll asked if the forum was videotaped. The session was not videotaped; however, it was noted that we would look into this in the future.

The Call for Solutions for the Voc Hab area went out on October 19, 2018. This Call for Solutions will affect 70 individuals of varying needs and abilities. Proposals are due November 21, 2018. A decision is planned for January of 2019. Ms. Finnerty will send the Call for Solutions to the Board for review. With additional providers in the building, security is an issue that is still being discussed.

#### **I. New Business**

##### **1. 2019 Budget Allocation Resolution #32-18 (ACTION)**

A Motion was made by Ms. Thomas Fain, seconded by Ms. Matthey, to approve the 2019 Budget Allocation for total revenue of \$24,612,675.00 and total expenditures of \$24,996,924.00.

The 2019 Budget for revenue and expenses supports Early Intervention, School Services, SSA, Adult Services and Employment, Transportation, and Community-based Residential Services and programs and provides matching funds for Medicaid waivers. The budget affirms the Board's commitment to transition of waiver services and development of community supports. The Motion was approved with a unanimous "yes" vote. The 2019 budget was presented to the Commissioners last week and no issues were noted.

## **2. Excess Property Resolution #33-18 (ACTION)**

A Motion was made by Ms. Morrison, seconded by Ms. Orlandi, to declare the items listed in the attachment 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. The MCBDD Maintenance Department has inspected the items listed in the attachment and have determined that the listed property is obsolete or is no longer required by the MCBDD to provide services. Mr. Carroll asked how the auction process works. Mr. Hales responded that the items are placed on GovDeals.com for two weeks and then disposed of if not purchased. Money for items is paid to GovDeals and they in turn pay us. The Motion was approved with a unanimous "yes" vote.

## **J. Reports Review**

### **Superintendent's Report**

- Ms. Hetkey will add an article to the next agency newsletter recognizing Jay Mitzel as a long-time Board Member and will talk about establishing a memorial for him and how to donate. Mr. Bluebond will report back to the Board in December in regard to how much was donated and discuss memorial options.
- Mr. Bluebond, Kathy Wilbraham, and Jeremy Caraballo will be meeting with Director Martin to discuss financial assistance to pay waiver match for two IO Waivers.
- Mr. Bluebond reviewed EI stats from 2015-2018 stating that the referral process is now working well after changing responsible agencies several times. Bright Beginnings out of Cuyahoga County is now the agency responsible for referrals. Mr. Hartman recommended that a letter be sent from the Superintendent letting Bright Beginnings know that the process is running very smoothly.
- The Regional OSDA Meeting will be held at the MCBDD on December 7, 2018.
- Training in regard to voting rights for individuals is included as part of Self Determination training.

### **Financial Reports**

- Expenses:
  - There is a column on the report that shows transfers.
  - September was a two-pay month.
  - Appropriation increase and transfer will be applied in October.
  - We are on target with our expenses.
- Revenue:
  - We received the second half tax payment.

- \$175.00 was received in donations.
- \$1,850.00 was received from V3 Transportation. Mr. Hartman recommended an appreciation letter also be sent to V3.
- A large donation of \$25,000.00 was received from Pam Alexander to be used for a sensory room on school side.
- The Rehab Services Commission label on the report was changed to BVR/VR.

### **Cash Balance Report**

- We have more cash available this year than the previous year.

### **Monthly Cash Flow Report**

- The increase is due to the tax payment.

### **Voucher Reports**

- Questions from the Board in regard to sales tax expenses, GovDeals, repair of the wheelchair tunnel, mileage rates for staff vs. parents vs. providers, conference lodging, motion picture license, Ombudsman services, payment for emergency relief, and the county budget were addressed by Ms. Bates.

A Motion was made by Ms. Orlandi, seconded by Ms. Thomas Fain, to approve Resolution #31-18 to accept the Financial Reports for September, 2018. There was no discussion. The Motion was approved with a unanimous "yes" vote.

### **MCBDD Enrollee Statistics Report**

- Stats for the individuals who are moving to a new provider will be listed in the section for individuals being served by private providers.

### **Provider Report**

- Windfall Industries is serving almost as many individuals as the MCBDD serves in-house.

### **Personnel Control Report**

- The Instructor position that is on temporary contract is the Adaptive Physical Education Instructor.
- All of the positions that were abolished have been removed from the report. Any positions that are not filled are being reviewed.

### **Quarterly Reports**

Operating Plan: The following questions/comments were addressed:

- Objective C, Step 2 - Why is this in process when the completed date was June 30, 2018? Ms. Wilbraham stated that they are meeting with districts this week. In retrospect, this goal should have been set for fall of 2018.
- Objective E, Steps 1-4 - These are all in process, but the due dates are past. Will they be changed to yellow? Ms. Finnerty stated that while these steps are running behind, they are expected to be complete by the next report.
- Are there any areas of concern? Ms. Finnerty stated that Objective T has been put on hold as we try to develop additional ways to engage stakeholders in addition to Provider Guide Plus.
- Objective L, Steps 2, 3, and 4 - Why do they say No Further Action? Ms. Stanley Bryson stated that due to funding cuts, this responsibility has transferred to the ESC.
- Objective Q, Step 1 - How is the training calendar progressing? Ms. Davis stated that they have run into some technical difficulty in getting the calendar up and running but are still working to get this information out.

- Mr. Hartman stated that he likes the report but gets concerned when we are not meeting objectives. Do we need to put more resources toward the objectives?
- Ms. Orlandi stated that she is concerned that if we cannot meet goals in the Operating Plan how are we going to meet the goals of the newly developed Action Plan?
- Ms. Finnerty stated that we can be clearer in our explanations of why a goal is not being met or where we are with a particular goal/step.

Action Plan: The following questions/comments were addressed:

- Ms. Finnerty stated that Pending means that the step is not due yet and there is currently nothing to report.
- Mr. Hartman stated that it looks as though we are on top of the goals and steps in the Action Plan.
- Goal 2, Target Area 1, Step 1 – Has a timeline or plan been presented to the Superintendent? Ms. Finnerty stated that she is meeting with Mr. Dryer and Ms. Hunt to review the plan prior to presenting to the Superintendent. Mr. Carroll stated that the Board would also like to review the plan.
- Was there a change in the timeline for the Call for Solutions? Ms. Finnerty stated that the timeline was pushed back a little. Ms. Hetkey stated that we are still on track to meet the timeline.
- Mr. Bluebond stated that there will be some recommendations coming to him of which he feels the new Superintendent should be involved as they could affect some of the timelines. He will put these on hold if possible to involve the new Superintendent.

Ombudsman:

- Does the Ombudsman give referrals to other counties? Ms. Kasten-Krause stated that she does.
- Ms. Albrecht stated that the Ombudsman service is a wonderful service for families.

Community Employment:

- Mr. Carroll requested that in the Community Employment Report an average of people participating be added.

Technology Summary:

- Mr. Hartman stated that the agency is getting rid of a lot of computers. Mr. Bluebond stated that they are on a replacement schedule.

### **Committee Reports**

- Levy Committee – Ms. Albrecht shared the following information: The banking was set up for the Committee. Discussion was held regarding the levy attorney included in the 2019 budget to ensure proper ballot language. Timelines were distributed and mailings, talking points, and fundraising were discussed. The next meeting is in January, 2019.
- Facilities Committee – Ms. Bates shared the following information: Capital Improvements for 2018 were discussed and included the server room, the automatic doors, and parking lot lights. The Committee also reviewed the Capital Improvements for 2019 and the 10-year plan. A brief discussion was held regarding security upgrades and applications for grant money. Ms. Albrecht stated that there may be grant money available through the Medina County Planning Commission. Ms. Bates will look into this. An update on space utilization including the SSA staff moves to the Montville office was given. Ms. Albrecht asked Ms. Bates if she had checked on the Nexus foundation yet. Ms. Bates said she has not, but will be doing this soon.

### **K. Public Relations**

The following information was shared with the Board:

- By Commissioner proclamation, October is "Everybody Works in Medina County" month. Fourteen agencies are participating in the employment collaborative. An employer summit is being held on October 25, 2018, at the Akron University Center in Medina.
- The Smart Home live video walk through was a success with interactive questions and answers. More than 2,457 people were reached/engaged.
- The MCBDD has increased its radio presence after the survey saw increased awareness via radio interviews and promos. We are working with local stations including WEOL 930 AM, WDOK 102.1, WHDW 1220, Wadsworth Community Radio, and NPR.
- Upcoming Events include the following: Understand Your Child's IEP on 11/8 and the Flu Clinic for people with disabilities on 10/23.

A Motion was made by Ms. Albrecht, seconded by Mr. Hartman to enter into a second Executive Session for the following reason:

- 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 Executive Session at 8:00 p.m. The Board exited Executive Session at 9:16 p.m.

### **IV. Adjournment**

A Motion was made by Ms. Matthey, seconded by Ms. Albrecht, to adjourn the meeting at 9:16 p.m. The Motion passed with a unanimous "yes" vote.

**FOR APPROVAL**

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Board Chair  
Medina County Board of DD

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Secretary  
Medina County Board of DD