

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
SPECIAL BOARD MEETING/2019 BUDGET DRAFT REVIEW
MEETING MINUTES
October 8, 2018**

I. Call to Order

The Special Board Meeting was called to order by Board Vice President, Mr. Hartman, at 5:16 p.m.

Board Members present included: Mr. Hartman, Ms. Matthey, Ms. Orlandi, Ms. Thomas Fain, and Ms. Albrecht. Ms. Morrison arrived at 5:21 p.m., Mr. Carroll arrived at 5:50 p.m.

Staff present included: Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Davis, Ms. Hetkey, Ms. Wilbraham, Ms. Majoros, Dr. Stanley Bryson, Ms. Bohner, Mr. Dyer, Ms. Hunt, Ms. Bates, and Ms. Kolarovsky.

II. General Session

- A. Pledge of Allegiance**
- B. Mission Statement Affirmation**
- C. New Business**

1. 2019 Budget Draft Review and Discussion

Carey Bates, Director of Business, reviewed the Budget Timeline which included the following:

- May-Pre-planning and timelines are developed;
- June-Preliminary budget meetings held with Dept. Heads;
- Mid-July-Initial budget requests are due;
- End of July-Final drafts and changes are due;
- August-Budget review with Superintendent and Director of HR;
- September-Final review of budget with Superintendent and Dir. of Business and draft budget binders distributed to Board;
- October-Budget Review Meeting held, Budget Review Meeting with Commissioners held, and resolution to approve the budget submitted at the October Board Meeting. Commissioner questions usually revolve around the fund balance and expenses.

Budget Narrative

Revenue includes the following:

- ODE funding – this has been reduced due to the formula's being recalculated which tend to hurt county board-run schools. There is also an economic factor that plays into the calculation.
- ODD Operating Subsidy/Waiver Admin – moving to Medicaid match which reduces our liability but will no longer show up as revenue.
- Waiver Income - based on timelines and Call for Solutions.
- Title VI Grants (ODE)- These are being reduced.
- Case Management Subsidy-\$20,000 – being eliminated by FY2020.
- RSC/OOD Funding – we have seen a decline in this revenue source due to less referrals.
- FSS subsidy was not rolled into match

- If the state decided to stop paying the match subsidy, it could cost the county board an additional \$1,000,000.

Expenses include the following:

- OEA/AFSCME Labor Contracts run through Dec. 2019
- ERIP (21 positions still eligible; 10 positions retired under ERIP in 2018)
- Salaries/Benefits-63% of budget (includes 1.3M for ERIP)
- Medicaid match/local funding-24% of budget
- Capital improvements-only 2% of budget but has increased to 59% since 2018 due to more building/maintenance/grounds needs. It may be a good idea to earmark the Nexus pipeline money for capital improvements. This money is not expected until no earlier than 2020.

Questions regarding Budget Narrative

Q: In what area are referrals down?

A: Referrals are down in the employment area.

Q: What is the purpose of the \$25,000 for legal fees? Doesn't the county board use the Medina County Prosecutor's Office for legal counsel?

A: We use another attorney for labor negotiations and personnel issues.

Q: Can MAC claiming be used for areas such as Maintenance or other areas that support the services?

A: No. MAC claiming is for positions that affect the administration of waiver and Medicaid services only.

Q: Are the dollars we submit for MAC salary only?

A: Salaries and benefits only, however, we can also include ERIP costs.

Q: Should we form a foundation to manage the donated funds?

A: We can discuss this at length during a regular board meeting.

Q: Is the SSA QA position all that we are adding to SSA?

A: The QA position in SSA is for 2018. We are adding an additional IA and SSA in 2019.

Q: Are we underestimating the budget for positions?

A: Yes. The budget was figured with the eligible ERIPs included. If some don't take the ERIP, the funds can be transferred back to salaries from the money budgeted in PERS (for ERIP).

Q: What caused the transfer of money due to budget shortages?

A: Most was the ERIP costs or unexpected events such as the MCH loan.

Q: Is the county board taking over the food service department?

A: Only for the school lunch program (breakfast and lunch). This will take place effective July 1, 2019. Until that time, Windfall will still provide the adult lunches. In the first half of 2019, we will be looking at different options for operation and use of the kitchen after July 1, 2019.

Q: Will remodeling be required for the new provider taking over the Crossroads area and at whose expense?

A: We are not aware of any remodeling; however, if a provider who is renting space needs remodeling, it would be at their expense and would need to be part of the agreement.

Q: Are we responsible for residential vacancies and damage of homes?

A: If substantial damage is done, then the county board would review requests for reimbursement. We do not pay for normal wear and tear. That is written into the contract.

Q: Under Contract Services, it states that we have money to increase clerical support in Admin by individuals. Should we be hiring them rather than contracting with Windfall Industries?

A: This is a topic that has been discussed many times. There are many factors involved. We have found that many individuals and/or their families prefer they stay with Windfall Industries. Reasoning includes being able to work part-time, continuing their state benefits, and the risk of being "bumped" if a layoff occurs. In addition, these would be new positions and would have to be posted to accept applications from outside the agency as well as inside. We currently do not anticipate an issue with continuing this service with Windfall Industries.

Comment: Research should be done in regard to the county board hiring some of the individuals that are working through the Windfall contract. There are many individuals that would be willing to take on a full-time position with the county board even with the possibility of being bumped as that is just a part of life.

Q: Do we plan to extend the parking lot as it is stated in the narrative?

A: No. That is just older wording. We only plan to repair the remaining areas of the parking lot that haven't already been done.

Q: In regard to FSS, does DODD make the determination of who is eligible?

A: No. The county board does the determination.

Q: How is the FSS money divided?

A: There is a pool of money that is divided among families; usually about \$700 for each family. Families are really good about keeping requests within the allowed amount.

Q: There is only one SSA and one IA position in the budget for 2019. Is that sufficient?

A: Yes. We use a statewide average of caseloads per SSA to determine need.

Levy

Ms. Bates shared the following MCBDD Levy information with the Board:

- The MCBDD has three levies: two continuing and one 10-year levy. These levies will total \$17,526,200 in 2018.

- The 10-year levy expires in 2020.
- We plan to use legal assistance with ballot language.
- Passing the levy is critical as it is worth 5.1M.

Fund Balance

Ms. Bates reviewed the estimated Fund Balance Usage report 2019-2013.

- The estimated fund balance in 2023 is less than what will be needed.
- Requirements change each year.
- We will need to get where expenses equal revenue.

Administration

- Administration is comprised of the following areas:
 - Superintendent and general Administration staff
 - Human Resources
 - Community Relations
 - Business Office
 - Information Technology
 - Assistive Technology
 - Records
- The budget increase is mainly due to the ERIP, IT-related services, and Contract Services.
- The majority of AT expenses come from Donated Funds.
- Advertising/printing costs increased due to EI outreach marketing, which gets reimbursed.
- The Administration plan for 2019 includes the following:
 - Levy planning
 - Labor negotiations
 - Implementation of the Operating Plan

Q: Have we done a survey for providers to see if the process in place to become a Medicaid provider is effective? Several providers have approached me with having issues using the process.

A: No. Courtney Jordan works with providers to help them with the process of becoming a Medicaid provider. At this point, we have not received any complaints. DODD also has an entire department dedicated to this task and are responsible for contacting providers who are missing information and offering guidance.

Education

- Education expenses are comprised of the following:
 - EI
 - Preschool
 - School Age
- The budget increase is mainly due to staff retirements and ERIP.
- Contract Services increased due to rate changes for therapy contract, but also the copier maintenance contract which increased due to EI Coordinators and Special Olympics use.

- The Education plan for 2019 includes the following:
 - Continue marketing plan for EI services
 - Evaluate and plan for expansion of EI services
 - Pursue school service sustainability
 - Evaluate and recommend changes for use of space

Q: Is the flow through money from the LEA for preschool also?

A: Yes, but we only get a fraction of state money for the school. We are looking to use capital sales tax money to expand/remodel classrooms on the school side.

Transportation

- Overall, the Transportation budget decreased by 12% over last year.
- The amount of agency vehicles maintained dropped from 49 to 39 as of October, 2018. In 2019, the expected number of vehicles maintained is 33.
- Staff budgeted in 2018 is 27. Staff budgeted for 2019 is 20 (six of which are shared positions with Adult Services.)
- The Transportation plan for 2019 includes the following:
 - Reduce routes provided by the Board.
 - Evaluate future transportation needs of the agency and the community.
 - Discuss future use of the bus garage (which is owned by the Commissioners.)

Q: Do we have an estimated number of vehicles that may be needed for Special Olympics, etc?

A: This discussion will be held in 2019.

Q: If there is another incident like we have had in the past where a provider is unable to continue to provide transportation, the county board has picked that up in the past. Will we continue to do that?

A: The county board has not stated that this will continue once we are no longer providing transportation services but the needs of the Agency and the Community will be evaluated in 2019.

Adult Services

- Expenses for Adult Services are comprised of the following:
 - Day Services
 - Community Employment
 - Special Olympics
 - Nursing – School side has their own nurse which comes out of their budget.
- The AS budget decreased by 11% over last year.
- There are budget consideration for the transition timeline/Call for Solutions
- Staff budgeted in 2018 is 81; staff budgeted in 2019 is 60 (6 of which are shared with Transportation.)
- The Adult Services 2019 plan includes the following:
 - Continue to implement the transition plan and Call for Solutions.
 - Develop Community Supports Department.
 - Improve Community Employment results.

- Provide a community-based educational program-outreach and awareness.
- Promote Self-Advocacy training and programming.

SSA

- The SSA expenses are comprised of the following:
 - Eligibility
 - SSAs
 - Investigative Agent
 - Positive Behavior Support
 - QA Specialist
- Budget increase mainly due to ERIP/retirement and addition of two new staff (IA and SSA.)
- Supplies increase due to additional mailings needed and allotted amount for computer supply replacements.
- Building lease increase is due to re-allocation of square footage.
- The SSA plan for 2019 includes the following:
 - Assess the needs of individuals on the waiting list.
 - Provide choice for services in the most integrated and safe settings.
 - Provide waivers as funds become available.
 - Encourage providers on access and use of Provider Guide Plus.
 - SSA internal training to include customer services training as well as cross training with external entities.
 - Continue to assess housing needs.

Q: Who falls under SSA administrative vs. SSA direct services?

A: Only SSAs fall under direct services.

Maintenance and Dietary

- Increases to salaries/benefits are due to ERIP/retirement, split position for Maintenance/Dietary and some seasonal work hrs.
- Contract repairs increased to meet current demand as building ages.
- Travel increased due to emergency operations and school lunch trainings.
- Contract Services increased due to snow removal.
- Equipment Purchases increased due to the HVAC system.
- Windfall coordination for the kitchen will be phased out by June 30, 2019, for the school lunch program only.
- There was an increase in supplies for the second half of 2019 due to the need to purchase food for the school lunch program.
- The Maintenance/Dietary plan for 2019 includes the following:
 - Space Utilization/Community Usage Plan
 - Capital Improvements
 - Evaluate MCAC phone system.
 - Phase out Windfall contract for kitchen coordination.
 - Evaluate school lunch program options.

Q: Will adult individuals need to pack their own lunch if still attending at MCAC?

A: No. Windfall will still be handling the adult and staff lunches for the time being.

Community Residential

- The Community Residential expenses are comprised of the following:
 - Medicaid waiver match
 - Emergency relief
 - Supported Living
 - FSS
 - Residential Contracts
 - ICAT
 - Locally funded day services
 - Rental Assistance Program
 - Adult campership
 - Local residential funding
 - Locally funded transportation
 - Special project funded to assist with development of housing with DODD funds
 - NEON membership and bank fees
 - Medicaid Administrative Fee
- This budget makes up 24% of entire agency budget.
- This budget was reduced by almost 10% due to more detailed match calculations/availability of information.
- Based on timelines and Call for Solutions and reduction in special project funding.
- Supported Living and FSS were also reduced due to utilizing carryover funds at NEON.
- The Community Residential plan for 2019 includes the following:
 - Continue to manage waiver allocations within available funding.
 - Develop local funding caps for Supported Living, Adult Day Services, and NMT.
 - Monitor waiver plan cost increase and utilization review process.

Q: Will caps be per individual?

A: We are working on revising our service funding policy, which will be brought to the Board for review. We will most likely have individuals caps and overall budget caps. This is to assist with managing our local dollars due to the changes in the Waiting List rule.

- Ms. Bates reviewed the following graphs:
 - Waiver Services and Match by Fiscal Year
 - Medina County Waiver Distribution for FY2019
 - Medina County Waiver Allocation by Fiscal Year

Technology

- Technology expenses are comprised of the following:
 - Hardware
 - Software
 - Cell phones

- MiFis
- Subscriptions and maintenance plans
- Copiers
- Equipment Replacement Schedule contingency
- The Technology plan for 2019 includes the following:
 - Continue implementation of Office 365 integration.
 - Implement equipment replacement schedule, which includes one new server.
 - Investigate feasibility and cost of cloud-based servers.
 - Continue to manage the agency network infrastructure.
 - Encourage staff participation in more online trainings
 - Continue to partner with the Medina County Career Center to utilize summer internship.

Budget Changes

Ms. Bates shared the following budget changes with the Board:

- Revenue for the school lunch program increased from \$6,000 to \$12,000.
- A formula needed fixed (Transportation subs). An amount was \$2,000 too much.
- NEON membership increased to \$6,000 (\$5,500 budgeted).
- An additional \$180,233 will be needed for health care increase.
- Bids for capital improvement projects came in much higher than anticipated. Need additional \$46K for one ADA bathroom and \$20K for dormer replacement.
- Replace “levy consultant” language with “election attorney”.
- These total and increase in net revenue of \$6,000 and an increase in net expenses of \$244,733.

Q: Are any increases in healthcare split?

A: Yes. The county makes a proposal to us and we try to match the changes. Sometimes that does include an increase in staff contribution.

Q: Are cloud-based servers more secure?

A: We would have to use a HIPAA compliant cloud-based server but feel they are more secure than a physical server.

Q: When will you know about the ADA compliant restroom and contractor bids?

A: Paula Majoros has requested more information and will bring back to the Board. Five contractors came out to quote bids. The roof bid was a local contractor, the ADA restroom was not.

Q: Is the health insurance increase a done deal or can you still shop around for better costs?

A: We are always looking for the best deal. Currently, we are with the county plan which allows less of a cost increase to the employee if they participate in the Be Well Program. You get better costs when you are with a larger group. Timing is important with all of the upcoming staffing changes.

Next Steps

- Complete the final budget.
- Attend budget hearing with Commissioners on October 16.
- Present resolution to approve the 2019 budget at the October 22 Board Meeting.

Ms. Bates asked if the Board felt they were ready to accept a resolution to approve the 2019 budget at the October Board Meeting. The Board agreed that they are in agreement.

IV. Adjournment

Motion was made by Ms. Thomas Fain, seconded by Mr. Carroll, to adjourn the meeting at 7:45 p.m.

Motion passed with a unanimous “aye” vote.

Board Chair
Medina County Board of DD

Secretary
Medina County Board of DD

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Special Board Meeting Minutes
October 17, 2018

I. Call to Order

The MCBDD Special Board Meeting was called to order by the Board President, Mr. Carroll, at 4:55 p.m. Other Board Members present included the following: Ms. Morrison, Mr. Hartman, Ms. Albrecht, Ms. Orlandi, Ms. Thomas Fain, and Ms. Matthey.

II. Executive Session

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

- 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 4:58 p.m. The Board exited Executive Session at 8:41 p.m.

III. Adjournment

A Motion was made by Ms. Albrecht, seconded by Ms. Thomas Fain, to adjourn the meeting at 8:42 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
Special Board Meeting Minutes
October 25, 2018

I. Call to Order

The MCBDD Special Board Meeting was called to order by the Board President, Mr. Carroll, at 6:01 p.m. Other Board Members present included the following: Ms. Morrison, Mr. Hartman, Ms. Albrecht, Ms. Orlandi, Ms. Thomas Fain, and Ms. Matthey. Also present was Diana Davis, MCBDD Director of HR, and Randy Beach from the OACB.

II. Executive Session

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

- 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 6:02 p.m. The Board exited Executive Session at 7:35 p.m.

III. Adjournment

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to adjourn the meeting at 7:36 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
Special Board Meeting Minutes
October 29, 2018

I. Call to Order

The MCBDD Special Board Meeting was called to order by the Board President, Mr. Carroll, at 6:01 p.m. Other Board Members present included the following: Ms. Morrison, Mr. Hartman, Ms. Orlandi, Ms. Thomas Fain, and Ms. Matthey. Ms. Albrecht was not present.

II. Executive Session

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

- 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 6:02 p.m. The Board exited Executive Session at 7:14 p.m.

III. Adjournment

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to adjourn the meeting at 7:15 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