

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
October 24, 2016

I. Call to Order

The Regular Board Meeting was called to order by Board President, Ms. Thomas Fain, at 5:10 p.m. The following Board Members were present: Ms. Thomas Fain, Mr. Daugherty (left at 7:00pm), Ms. Barnes Brown, Ms. Morrison, Ms. Holmes, Mr. Perkins, and Ms. Orlandi.

The following staff members were present: Mr. Goebel, Ms. Lees, Mr. Bluebond, Ms. Hetkey, Ms. Wilbraham, Ms. Finnerty, Ms. Davis, Ms. Bohner, Mr. Dryer, and Dr. Stanley-Bryson.

Others present included the following parents: Fran Koenig, Wayne Carrol, Patty Manning, and Jay Mitzel. Deborah Haumesser from SHC was also present.

II. Executive Session

A motion was made by Ms. Orlandi, and seconded by Ms. Barnes Brown, to enter into Executive Session at 5:11 p.m. for the following reason(s):

- 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.
- C. Conferences with an attorney for the Board concerning disputes involving the Board that are the subject of pending or imminent court action.

The Board exited Executive Session at 6:17 p.m.

General Session began at 6:18 p.m.

III. General Session

A. Pledge of Allegiance

B. Mission Statement Affirmation

C. Approval of Minutes

- 1. A motion was made by Mr. Daugherty, and seconded by Ms. Holmes, to approve the revised minutes from the Regular Board Meeting on September 26, 2016.

The motion passed with a unanimous "aye" vote.

- 2. A motion was made by Ms. Orlandi, and seconded by Ms. Morrison, to approve the minutes from the Special Board Meeting – 2017 Budget Review on October 17, 2016.

The motion passed with a unanimous “aye” vote.

D. Presentation

Dave Visocky, retired Chief Financial Officer from Cuyahoga County Board of DD, presented on the “Role of the Board”. It has been almost 50 years since the original bill to create county boards was enacted. The Board is made up of seven volunteer members. They are appointed by the County Commissioners and the Probate Judge. There are requirements that must be met when filling Board positions: two individuals appointed by the Commissioner that are eligible for services by the county board (one for Adult Services and one for Early Intervention), or an immediate family member of such individual; one individual appointed by the Probate Judge who is an immediate family member of an individual eligible for residential services or supported living. Appoint, as possible, individuals who have professional training and expertise in business management, finance, law, health care practice, personnel administration, or government service.

The Board’s formal responsibilities include the following:

- Keeping the integrity of policy and administration
- Advising and leading
- Hiring a qualified Superintendent (this is the only position that the Board hires)
- Authorizing the Table of Organization
- Approving any employment contracts that exceed one year
- Establishing compensation and benefits
- Imposing Board policy through resolutions
- Approving the budget, strategic plan, and transformation plan

The Board’s tacit responsibilities include the following:

- Providing leadership, input, and support
- Participating on committees, as needed (ad-hoc)
- Building strong relationships with the Superintendent (this is critical)

The role of the Superintendent includes the following:

- Administering the work of the Board
- Recommending policy to the Board
- Employing individuals to positions
- Approving management contracts (1 year or less)
- Approving personnel action
- Approving compensation limits
- Authorizing the Auditor to pay bills

Characteristics of a successful Board include the following:

- Respecting each other’s roles and responsibilities
- Communicating to families, staff, and the Superintendent
 - Three critical communication documents are the Board Packet, the Operating Plan, and the Budget Packet

- Attending conferences
- Forming and/or participating on ad hoc committees, as needed
- Demonstrating openness and honesty
- Sharing information and listening to each other
- Being seen in the community and celebrating what is represented by the Board
- Building relationships while working together

Board Members should review the OACB Board Member Reference Manual. Ms. Lees can provide this manual, if needed.

E. Old Business

1. There was no Old Business this month.

F. New Business

1. Appropriation Transfer Resolution #19-16 (ACTION)

A motion was made by Ms. Barnes Brown, and seconded by Ms. Holmes, to authorize the Medina County Auditor to make the following appropriation transfers to 3300-7700-0090 Hospitalization from the following accounts:

- \$ 150,000.00 from 3300-7700-0981 Reserve
- \$ 125,000.00 from 3300-7700-0080 PERS
- \$ 150,000.00 from 3300-7702-0030 Salary - Transportation
- \$ 30,000.00 from 3300-7703-0030 Salary - Adult Services
- \$ 45,000.00 from 3300-7704-0030 Salary – Salary Case Mgr. Staff

The 2016 Budget Appropriation for 3300-7700-0090 Hospitalization will increase from \$2,729,770.00 to \$3,229,770.00. This is for the purpose of increasing the Appropriation for Hospitalization for employees by \$500,000.00 due to the 35% increase in premiums initiated April 1, 2016.

The motion passed with a unanimous “aye” vote.

2. 2017 Budget Resolution #20-16 (ACTION)

A motion was made by Ms. Orlandi, and seconded by Ms. Morrison, to approve the 2017 Budget for total revenue of \$22,790,636.00 and total expenditures of \$25,165,342.00. The 2017 Budget for revenue and expenses supports the Adult Services, Transportation, SSA, Early Intervention, School Services, and Community-based Residential Services programs and provides matching funds for Medicaid Waivers. The budget affirms the Board’s commitment to Employment First through Board funding of community employment and transportation. The budget affirms the Board’s commitment to Community Integration and to providing services in natural environments.

Mr. Bluebond distributed a Leveraging of Funds document. This shows how the match money that is spent by the county board comes back into the community.

Mr. Perkins stated that he would like the minutes to reflect his request of a commitment that future

budgets will not have the revenue shortfalls that this budget contains, or will at least break even. He stated that he would like to see the long range budget reflect a plan for a sustainable fund balance when it comes to the Board next year. Mr. Bluebond stated that the deficit decreased after the receipt of money from state reconciliation.

The motion passed with a unanimous “aye” vote.

3. Employment Contract Resolution #21-16 (ACTION)

A motion was made by Ms. Morrison, and seconded by Ms. Barnes Brown, to approve an Employment Contract for Kathleen Wilbraham, SSA Director, from August 24, 2016, through December 31, 2018. Ms. Wilbraham’s employment contract expired on August 24, 2016. Based on Ms. Wilbraham’s performance during her first year of employment and the critical nature of the position, we would like to offer Ms. Wilbraham a multi-year contract.

Mr. Perkins had some questions, but will schedule a meeting with Ms. Davis to discuss.

The motion passed with a unanimous “aye” vote.

4. Abolishment and Creation of Position Resolution #22-16 (ACTION)

A motion was made by Ms. Holmes, and seconded by Ms. Morrison, to abolish the following position: **Vehicle Operator (1)**, and to create the following position: **Van Driver (1)**. This resolution is being requested in an effort to continue moving forward with our transition from school buses to vans. A CDL driver has submitted her resignation effective October 28, which allows us to move forward without creating any negative effects on the current staff.

The motion passed with a unanimous “aye” vote.

5. 2016-2017 Windfall School Calendar Revision (ACTION)

A motion was made by Ms. Orlandi, and seconded by Mr. Perkins, to approve the 2016-2017 Windfall School Calendar Revision as presented to the Board. Due to the required change from school days to instructional hours, two Records Days have been added to the Windfall School calendar. On these days, students will not attend school. Staff will work to summarize and analyze data for the quarter, complete and compile quarterly progress reports, write upcoming IEPs and ETRs, and meet or talk with parents as requested.

The motion passed with a unanimous “aye” vote.

6. OACB Delegate Assembly Resolution #23-16 (ACTION)

A motion was made by Ms. Morrison, and seconded by Ms. Holmes, to appoint a delegate and an alternate to attend, vote and to give the authority to use their discretion in representing the Board’s best interest at the OACB Delegate Assembly to be held November 30, 2016, in Columbus.

Delegate: Elaine Orlandi, Board Secretary
Alternate: Annette Davis-Kramp, Superintendent

Each year at the Ohio Association of County Board's (OACB) Annual Convention, they hold a Delegate Assembly. At times, there are issues involving county boards which require a vote. Therefore, the Board should assign a delegate and an alternate to this role so that this person has the right to vote on behalf of the Board, if needed.

The motion passed with a unanimous "aye" vote.

G. Discussion Items

1. Delegate Assembly Representative and Alternate – This discussion was held prior to the motion to select and approve the delegate and alternate. Mr. Goebel explained the purpose of the Delegate Assembly. Ms. Thomas Fain asked for a volunteer. Ms. Orlandi volunteered.
2. Operating Plan Open Forum Meeting Date – The Open Forum Meeting will be held on Monday, November 14, 2016, from 5:00-6:00 p.m., prior to the Regular Board Meeting, which will begin at 6:00 p.m. with Executive Session followed by General Session at 6:30 p.m. Ms. Davis-Kramp will present the Operating Plan and supply attendees with question/comment cards to gain input. The Operating Plan will be presented to the Board for approval in December.
3. Continued Financial Support for the MedinaMade Management – Mr. Perkins asked what the amount of the reduction is from last year. Mr. Bluebond stated that the agreement was to decrease the amount of support over three years. Mr. Bluebond will bring the contract to the Board for review and stated that the Board has the funds to continue the support. Mr. Perkins recommended a shorter contract, possibly three to six months rather than one year. Ms. Orlandi asked why the store is losing money if the rent is paid for by the Board. Mr. Bluebond stated that the largest cost is for staffing and that the store is a service area, not a source of revenue. Financial information will be provided to the Board at a future meeting.

H. Reports Review

- Superintendent's Report
 - Mr. Goebel stated that the title of the technology section of the report will be changed from Technology Issues to Technology, as there are many more positive things happening in this department than issues. The following questions and/or statements were made by the Board:
 - Mr. Perkins – Did capital assistance funds come in to support the Medina Metropolitan Housing Authority (MMHA) project? Mr. Bluebond stated that after his meeting with Skip Sipos, MMHA, the Board will contribute 10% of the cost: MMHA will cover the remainder above the \$230,000.00 grant. The project has been approved and the estimated cost is \$300,000.00.
 - Ms. Barnes Brown – Since the contract with Job and Family Services (JFS) ended, will another take its place? Mr. Bluebond stated that

there would not be another contract. This was an effort on JFS's part to reduce costs. Rather than sending individuals to Windfall Industries, they will employ them at their office.

- Mr. Thomas Fain offered congratulations to the Special Olympics Bowling Team.
- Board members found the article regarding privatizing group homes disturbing.
- Financial Report - Mr. Bluebond reviewed the Financial Report. Revenue will be higher than budgeted for 2016. Expenses are coming in under projection due to the postponing of some capital improvement projects. In addition, utilities have been less due to the mild weather and the Windfall Industries contract is also coming in under budget. There has been an increase of 118 consumers since January of 2015: mostly children.
- Voucher Report(s) – Mr. Bluebond reviewed the Voucher Reports. The invoice for the MedinaMade sign just came in and shows on September's voucher report. There was a lengthy delay in receiving the invoice. There was some repaving done, as well. Mr. Bluebond explained the monthly expense for Medina Creative Housing.
- MCBDD Enrollee Statistics Report - There were no questions on the Enrollee Statistics Report.
- Provider Report — There were no questions on the Provider Report.
- MUI Report — There were no questions on the MUI Report.
- Personnel Report – There were no questions on the Personnel Report.

I. Public Relations

October is Disabilities Employment Awareness Month

- There was an ad series in local media.
- The final article ran in the Community Employment series.
- A promotional video was shot.

Voting

- The MCBDD creates resources for voters with disabilities.
- We are a registration agency, offer a handbook for voting, and provide resources on our website.

The Autism Summit is November 3 and 4: We are an event sponsor.

- The author of ADA, Tony Coehlo, will speak at lunch on Thursday.
- On Thursday evening, there will be an “Art of Autism” program that includes music, dance, and film.
- The First Responders training for Autism will be on Friday, as well as the all-day conference.

The Hunger Summit will be held on October 31. Patti Hetkey and Deb Hollifield will be co-presenters.

- The title of the presentation is “Keep Calm and Collaborate” – community engagement to open community inclusion opportunities.

- Volunteering with Feeding Medina County is a win/win situation. Feeding Medina County gets the assistance they need and the individuals experience community inclusion.

The Medina County District Library has requested training regarding how to interact with people with disabilities. Self-Advocates will be providing this training.

Upcoming events include the following:

- Fall Fest and Access Fair will be held on Thursday, October 27, from 6:30-8:30 p.m. New to the event this year are day sessions for individuals and their families to meet and talk to other providers. Providers will also have booths during the evening activities.
- The Annual Hat and Glove Drive will run in November and through December 12.
- Warm Up Medina County is on November 21.

J. Open Forum (Board Policy 2.4.4)

Ms. Koenig had questions/comments for the Board: 1. Dianne from Medina Creative Housing is presenting at the November Board Meeting regarding a new housing project that incorporates assistive technology into the home. The MCH website has personal information regarding individuals on it. This is concerning. 2. Regarding the STEP Program update in the Board Report, there is a sentence that reads Anna B. has graduated the STEP Program and is independent in her volunteer experience. What does this mean? Ms. Koenig stated that she spoke with Anna B.'s mother and was informed that she is not happy about her daughter no longer attending the STEP Program. 3. In regard to the Community Employment Report, what exactly constitutes "employment"? Is it two hours per week or 40 hours per week? How do you measure that? 4. The Technology section of the report states that 73% of emails are caught by the filtering system. Is that an employee problem? Mr. Goebel stated that the problem is an internet problem and there is no way to stop the junk email from coming in, but the filtering system stops them before they get to the staff's inbox.

Mr. Carroll expressed concerns with the daytime provider sessions on October 27, as part of the Fall Fest and Access Fair. Mr. Carroll stated that his daughter is not capable of making decisions regarding her day programming and he feels that there are many other individuals in the same situation. He wanted to know why this was set up during the day. Ms. Hetkey explained that families are welcome to attend the day sessions and meet other providers, as well. It was not meant for any decisions to be made at that time, but to allow individuals and their families an opportunity to meet and talk with other providers to see what services they offer that may be of interest to the individual. Individuals are not required to attend the event.

IV. Adjournment

A motion was made by Ms. Holmes, and seconded by Ms. Orlandi, to adjourn the meeting at 7:58 p.m. The motion passed with a unanimous "aye" vote.

FOR APPROVAL

Sandra Thomas Fain
Board President
Medina County Board of DD

Elaine Orlandi
Board Secretary
Medina County Board of DD