

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
REGULAR BOARD MEETING MINUTES
December 16, 2013**

I. Call to Order

The Regular Board meeting was called to order by President, Mr. Mitzel, at 4:44 p.m. Board members present: Ms. Orlandi, Ms. Barnes Brown, Ms. Holmes, Mr. Daugherty and Mr. Belsole

Board members absent: Ms. Thomas Fain (Excused)

Staff present: Ms. Davis-Kramp, Mr. Goebel, Ms. Lees, Ms. Davis, Mr. Bluebond, Dr. Manes, Ms. Hetkey, Ms. Ocasek, Ms. Ziccardi, Ms. Majoros, Mr. Yamsek, Mr. Maier, Ms. Bohner, Mr. Dickson, Dr. Stanley Bryson

Others Present: Alice Kanta, Jim Brown, Windfall Industries

II. Executive Session

Motion was made by Mr. Daugherty, 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.
- C. 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 4:46 p.m.

The Board exited out of Executive Session at 6:52 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, November 18, 2013**

Motion was made by Mr. Daugherty, seconded by Ms. Barnes Brown to approve the minutes from the Regular Board Meeting, November 18, 2013.

All voted "aye". Motion passed.

2. Acceptance of the Meeting Notes from the Operating Plan Public Meeting, November 18, 2013

Motion was made by Ms. Orlandi, seconded by Mr. Belsole to accept the Meeting Notes from the Operating Plan Public Meeting, November 18, 2013.

Ms. Holmes abstained. All others voted "aye". Motion passed.

3. Approval of the Minutes from the Special Board Meeting, November 13, 2013

Motion was made by Mr. Daugherty, seconded by Ms. Holmes to approve the minutes from the Special Board Meeting, November 13, 2013.

All voted "aye". Motion passed.

4. Approval of the Minutes from the Special Board Meeting, November 20, 2013

Motion was made by Ms. Orlandi, seconded by Mr. Daugherty to approve the minutes from the Special Board Meeting, November 20, 2013.

Ms. Holmes and Mr. Belsole abstained. All others voted "aye". Motion passed.

5. Approval of the Minutes from the Special Board Meeting, December 2, 2013

Motion was made by Ms. Barnes Brown, seconded by Mr. Belsole to approve the minutes from the Special Board Meeting, December 2, 2013.

All voted "aye". Motion passed.

6. Approval of the Minutes from the Special Board Meeting, December 3, 2013

Motion was made by Mr. Daugherty, seconded by Mr. Belsole to approve the minutes from the Special Board Meeting, December 3, 2013.

Ms. Holmes and Ms. Orlandi abstained. All others voted "aye". Motion passed.

D. Old Business

E. New Business

Mr. Mitzel informed all that the agenda for the meeting has been amended.

1. 2014 Language Learning Assoc., LLC Contract Resolution #34-13

Motion was made by Mr. Daugherty, seconded by Ms. Barnes Brown to approve Resolution #34-13 to authorize the Superintendent to enter into a contract with Language Learning Associates, LLC for the following services: Physical Therapy Assistant, Speech Therapy.

Motion passed with a unanimous "aye" vote.

2. 2014 Northeast Ohio Network (NEON) Contract Resolution #35-13 (ACTION)

Motion was made by Ms. Barnes Brown, seconded by Ms. Holmes, to approve Resolution #35-13 to authorize the Superintendent to enter into a contract with Northeast Ohio Network (NEON) for the following services: Supported Living Administration, Provider Compliance Reviews, Quality Assessment Registered Nurse Services, Invoice Payment, Investment of Funds, MUI Investigations, Targeted Case Management, other services on an as needed basis.

Motion passed with a unanimous "aye" vote.

3. Non Federal Share of Medicaid Expenditures Resolution #36-13 (ACTION)

Motion was made by Ms. Orlandi, seconded by Mr. Belsole, to approve Resolution #36-13 to authorize the following: The Medina County Board of DD will use up to a total of \$3,210,480 in calendar year 2014 to pay the nonfederal share of Medicaid services as required by Section 5126.0511(A)(5) of the Ohio Revised Code. This amount shall be adequate to assure that Medicaid services will be available in the county in a manner that conforms to all applicable state and federal laws. It is fully understood that payment of the nonfederal share represents an ongoing financial commitment of the Medina County Board of DD.

Motion passed with a unanimous "aye" vote.

4. 2014 Windfall Industries Contract Resolution #37-13 (ACTION)

Motion was made by Mr. Daugherty, seconded by Mr. Belsole, to approve Resolution #37-13 to authorize the Superintendent to enter into a contract with Windfall Industries for consumer employment. The contract will be effective from January 1, 2014, through December 31, 2014, for an amount not to exceed \$559,424.24.

Motion passed with a unanimous "aye" vote.

Mr. Daugherty suggested spending time with Board members to go over the WI Contract, or having a presentation at the Board meeting before voting on.

5. Fleet, Liability and Violence Insurance Resolution #38-13 (ACTION)

Motion was made by Mr. Belsole, seconded by Ms. Barnes Brown, to approve Resolution #38-13 to authorize the Superintendent to purchase \$3M fleet insurance for \$20,270.00 and \$1M/\$3M general liability insurance for \$20,069.00 from Hylant Administrative Services, LLC for the Ohio School Plan policy. The coverage period is January 1, 2014, to December 31, 2014.

Motion passed with a unanimous "aye" vote.

6. 2014 Invo Healthcare Contract Resolution #39-13 (ACTION)

Motion was made by Mr. Belsole, seconded by Ms. Holmes, to approve Resolution #39-13 to authorize the Superintendent to enter into a contract with Invo Healthcare for the following services: Occupational Therapy, Occupational Therapy Assistant (COTA).

Motion passed with a unanimous "aye" vote.

7. 2014 ISSI Net, Inc. Contract Resolution #40-13 (ACTION)

Motion was made by Mr. Belsole, seconded by Ms. Orlandi, to approve Resolution #40-13 to authorize the Superintendent to enter into a contract with ISSI Net, Inc (ISSI) for computer network services and technical support. The contract will be effective from January 1, 2014, through December 31, 2014, for an amount not to exceed \$56,000.00.

Motion passed with a unanimous "aye" vote.

Mr. Belsole questioned the "carryover" of hours and the cost increase from last year. Mr. Bluebond addressed.

Mr. Mitzel stated that the Board members would like more time to review the contracts before voting.

8. MCAC Employees Association/OEA/NEA Resolution #41-13 (ACTION)

Motion was made by Mr. Daugherty, seconded by Mr. Belsole, to approve Resolution #41-13 to approve a three year collective bargaining agreement between the Medina County Board of Developmental Disabilities and The Medina County Achievement Center Employees Association/OEA/NEA. The contract will be effective from January 1, 2014, through December 31, 2016.

Motion passed with a unanimous "aye" vote.

9. Amendment to Employment Contract for Assistant Superintendent Resolution #42-13 (ACTION)

Motion was made by Ms. Holmes, seconded by Ms. Barnes Brown, to approve Resolution #42-13 to amend the Employment Contract for Gene Goebel, Assistant Superintendent, to increase the number of days worked from four (4) to five (5) days per week at his current rate of pay at the discretion of the Interim Superintendent.

Motion passed with a unanimous "aye" vote.

10. Appropriation Transfer (Residential) Resolution #43-13 (ACTION)

Motion was made by Mr. Daugherty, seconded by Mr. Belsole, to approve Resolution #43-13 to authorize the Medina County Auditor to make the following appropriation transfer: \$2,500.00 from 3325-7700-0250 Emergency Relief to 3325-7700-0580 Contract Services. For the purpose of funding rent subsidy at the OHFA units.

Mr. Mitzel voted No. All other voted "aye". Motion passed.

11. Appropriation Transfer (Transportation/MUI Services) Resolution #44-13 (ACTION)

Motion was made by Ms. Orlandi, seconded by Ms. Holmes, to approve Resolution #44-13 to authorize the Medina County Auditor to make the following appropriation transfer: \$75,000.00 from 3300-7700-0981 Reserve to 3300-7700-0580 Contract Services. For the purpose of

funding local transportation services in December and the increased number of MUI services performed throughout 2013.

Motion passed with a unanimous "aye" vote.

12. Appropriation Transfer (Capital Improvements) Resolution #45-13 (ACTION)

Motion was made by Ms. Holmes, seconded by Mr. Belsole, to approve Resolution #45-13 to authorize the Medina County Auditor to make the following appropriation transfer: \$20,000.00 from 2855-7210-0981 Reserve to 2855-7210-0590 Contract Projects. For the purpose of funding security upgrades including door locks and fire safety projects including new sprinkler heads.

Motion passed with a unanimous "aye" vote.

13. Amendment to Employment Contract Resolution #46-13 (ACTION)

Motion was made by Mr. Daugherty, seconded by Ms. Barnes Brown, to approve Resolution #46-13 to appoint Annette Davis-Kramp as Interim Superintendent effective December 4, 2013. The termination date of this appointment will be at the sole discretion of the Board. Ms. Davis-Kramp will return to her position as Director of Adult Services upon termination of this agreement.

Motion passed with a unanimous "aye" vote.

14. Amendment to Employment Contract Resolution #47-13 (ACTION)

Motion was made by Ms. Barnes Brown, and seconded by Ms. Orlandi, to approve Resolution #47-13 to appoint Paula Majoros as Interim Director of Adult Services effective December 4, 2013. The termination date of this appointment will be at the sole discretion of the Board. Ms. Majoros will return to her position of Individual Supports Manager upon termination of this agreement.

Motion passed with a unanimous "aye" vote.

15. Annual Organizational Meeting Date (ACTION)

Motion was made by Mr. Belsole, seconded by Mr. Daugherty, to approve the Annual Organization Meeting date of Monday, January 27, 2014, at 5:00pm.

Motion passed with a unanimous "aye" vote.

16. Nominating Committee Meeting Date (ACTION)

Motion was made by Mr. Daugherty, seconded by Mr. Belsole, to approve the Nominating Committee Meeting date of Monday, January 27, 2014, at 4:30pm.

Volunteers for the Nominating Committee are: Mr. Belsole, Ms. Barnes Brown, Mr. Daugherty.

Motion passed with a unanimous "aye" vote.

17. Individual Board Member Self Evaluation (ACTION)

Board members were given the Self Evaluation Form and reminded that it needs to be returned to the Superintendent no later than January 17, 2014.

F. Presentations

Mr. Yamsek distributed updated Security Plan and gave brief presentation on the progress of items listed.

Mr. Belsole asked how we are monitoring entrance in the front doors. Mr. Yamsek stated that we currently do not monitor, but visitors are required to sign in and receive a visitor badge. In 2014, service windows will be installed at two main entrances and Secretaries will be responsible for monitoring and signing in visitors.

Mr. Mitzel stated he would like this expedited. Mr. Mitzel also stated that everyone should wear either a staff badge or a visitor badge at all times when in the building.

Mr. Daugherty would like goal/completion dates to be added to Security Plan.

G. Reports Review

- a. Superintendent's Report – Reviewed and questions from the Board were addressed.
- b. Financial Report - Reviewed with no question.
- c. Voucher Report(s) - Reviewed with no questions.
- d. MCBDD Enrollee/Personnel Statistics Report – Reviewed with no questions.
- e. Operating Contracts (Quarterly - January, April, July and October) - None
- f. Program Data Quarterly Reports (Education, Assisted Safety Response and QSRT) – QSRT Report reviewed with no questions.

Mr. Daugherty questioned waiting list for home placement. Ms. Ziccardi addressed.

H. Public Relations

1. Baby It's Cold Outside
 - We collected nearly 1,000 items this year and 4,500 over the past seven years. This benefits local families in need and Medina/Wadsworth Salvation Armies.
2. Community Shred Day - December 7th
 - This was our second Shred Day this year.
 - We took in 4 tons of paper, which is 43 bins!
 - We collected enough donations to fund one Continuing Education Scholarship.
3. Patti Hetkey met with local newspapers to put 2014 awareness campaigns together.
4. MCBDD had booths at the Medina County Local Government Expo on December 11th, as well as the BNI Networking Breakfast.

4. Upcoming Events

- Red Cross Blood Drive will be held on Monday, January 27th.
- Wadsworth Chamber of Commerce Non-Profit Showcase is Wednesday, January 29th.

Mr. Belsole gave "kudos" to the staff who worked in the extreme cold on the Shred Day.

Mr. Daugherty suggested looking into shredding as a way to increase revenue as other county boards have done.

I. Open Forum (Board Policy 2.5.7-2.5.7.2)

Ms. Davis-Kramp read a letter from two parents/guardians that attended the November Board meeting. They thanked the Board members for their assistance with housing issues that have now been remedied.

Ms. Davis-Kramp thanked Ms. Hetkey and Jim Brown, Executive Director of Windfall Industries, for their hard work and support during the recent security issue. She stated they went above and beyond and were very supportive.

Ms. Davis-Kramp acknowledged that this would be Mr. Mitzel's last Board meeting as Board President and thanked him for his years of service and a job well done.

Ms. Davis-Kramp wished the Board members and all in attendance Happy Holidays.

Mr. Mitzel spoke regarding his total of 5 years as Board President and stated it has been a pleasure.

Mr. Mitzel thanked Ms. Davis-Kramp and Ms. Majoros for stepping up and assisting during the transition period while continuing the search for the new Superintendent.

Mr. Mitzel thanked Ms. Lees for her assistance during this time of transition.

Mr. Mitzel thanked Mr. Yamsek for his work on the Security Plan.

Mr. Mitzel thanked those who participated in the labor negotiations.

V. Adjournment

Motion was made by Mr. Daugherty and seconded by Ms. Holmes, to adjourn the meeting at 7:54 p.m.

Motion passed with a unanimous "aye" vote.

Page 8
MCBDD Regular Board Meeting
December 16, 2013

FOR APPROVAL

Mr. Mitzel, President
Medina County Board of DD

Ms. Holmes
Acting Secretary
Medina County Board of DD