

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Regular Board Meeting Minutes**  
**September 24, 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, and Ms. Matthey. Ms. Thomas Fain and Ms. Orlandi were excused.

Staff present included the following: Mr. Bluebond, Ms. Lees, Ms. Hetkey, Ms. Majoros, Ms. Davis, Ms. Hunt, Mr. Dryer, Ms. Bohner, Dr. Stanley-Bryson, Ms. Bates, Ms. Day, Mr. Khadige, Ms. Kolarovsky, and Ms. Wilbraham.

Others present included the following: Family members, Barb Drager, Fran Koenig, and Charlotte Carroll; Melanie Kasten-Kraus, SHC; Jim Brown, Windfall Industries; and Kathy Miller.

**II. Executive Session**

A Motion was made by Ms. Albrecht, seconded by Ms. Matthey, 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 6:17 p.m. General Session began at 6:22 p.m.

The Board will re-enter Executive Session after the General Session portion of the meeting.

**III. General Session**

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

1. Approval of the Revised Minutes from the Regular Board Meeting, July 23, 2018

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to approve the Revised Minutes from the Regular Board Meeting on July 23, 2018. The revision included a paragraph that was omitted regarding the planning of an IEP parent training. The Motion passed with a unanimous "yes" vote.

**D. Presentations**

1. Accreditation Certificate

The Superintendent presented a Three-Year DODD Accreditation Certificate for the Medina County Board of DD. The MCCBDD received zero citations and zero recommendations during

this survey. The accompanying letter was read and stated that the MCBDD is to be commended for its efforts in achieving this status. The letter also stated that DODD is aware of the level of commitment needed to achieve this accomplishment. Medina County is now being used as an example for other county boards.

## 2. Housing Analysis – Joe Khadige, SSA Manager

Mr. Khadige reviewed the Housing Needs Assessment document (Attachment A). Information shared included projections for individuals with an immediate need or who are actively searching and a 5-year projection. Mr. Khadige stated that SSA has worked with individuals and families to gather this data and that the choice of the individual is a critical component. The benefits of shared services are discussed with individuals and include increased availability of providers, as well as increased money for the individuals.

### **E. Old Business – There was no Old Business.**

### **F. Follow Up**

#### 1. Questions asked at the Board Meeting for Follow-Up

The Superintendent reviewed meeting minutes from May, June, and July of 2018 to see if there were questions presented that had not been answered. The question found was in regard to whether the Board had considered passing money to families for housing after approving a loan with Medina Creative Housing at the July Board Meeting. The Superintendent responded that the Board would entertain all legitimate proposals from credible agencies in regard to developing housing for people with disabilities.

### **G. Discussion Items**

#### 1. Call for Solutions

The Call for Solutions Committee has come up with a recommendation in regard to the proposals received for the Crossroads area. Upon approval of the presented lease and MOU, the Committee will proceed with having the documents signed by the chosen agency. The lease was written by an OACB attorney and has been reviewed by the Medina County Assistant Prosecutor. The official announcement would come on October 1, at which time the SSAs would begin contacting and working with individuals regarding free choice of provider. ISPs would be revised as needed. Mr. Hartman stated the lease seemed like for only a short time. The Superintendent stated that this was intentional to see how the first year goes. Rent would be waived for the first year as long as the provider does not exceed the agreed upon amount of individuals being served. Providers using this building was a request of several parents. It was requested that a map of the building be attached to the lease. Several items in the MOU were discussed and include two staff assisting with the transition (as needed) and nursing services. The selected provider has their own nursing service; however, MCBDD nursing would assist in any emergency situation or as needed. Several items will still need to be discussed such as entry to the building, our security practices, shared space, etc. More discussion will take place in the near future.

**H. New Business**

**1. Appropriation Increase to General Fund-Contract Serv. Resolution #25-18  
(ACTION)**

A Motion was made by Ms. Albrecht, seconded by Ms. Morrison, to authorize the Medina County Auditor to make the following appropriation increase:

INCREASE	AMOUNT
3300-7700-0580, Contract Services	\$90,000.00

The 2018 Budget Appropriation for 3300-7700-0580 will increase from \$2,147,800.00 to \$2,237,800.00 for the purpose of providing a three-year loan to Medina Creative Housing for the purchase of Wadsworth property, as previously approved in Board Resolution #24-18. Ms. Albrecht asked if there would be an agreement. The Superintendent stated that there would be an agreement. The purpose of this resolution is to recognize the budgetary increase. The Motion was approved with a unanimous "yes" vote.

**2. Appropriation Increase to Cash Transfers Resolution (Correction) #27-18  
(ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to authorize the Medina County Auditor to make the following appropriation increase:

INCREASE	AMOUNT
3300-7700-0960, Transfers	\$79,600.00

The 2018 Budget Appropriation for 3300-7700-0960 will increase from \$120,000.00 to \$199,600.00 for the purpose of increasing the cash transfer account in the General Fund (3300) and transfer to the Capital Improvement Fund (2855) in order to fund the remaining 2018 Capital Improvement projects and contract services fee for Capital Improvement projects. Transfer note: \$68,500 transferred for 2855-7210-0590 (capital projects) and \$11,100 transferred for 2855-7210-0580 (contract services). There was no discussion. The Motion was approved with a unanimous "yes" vote.

**3. Appropriation Increase to General Fund-PERS Resolution #28-18  
(ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to authorize the Medina County Auditor to make the following appropriation increase:

INCREASE	AMOUNT
3300-7700-0080, PERS	\$380,000.00

The 2018 Budget Appropriation for 3300-7700-0080 will increase from \$1,781,994.00 to \$2,161,994.00 for the purpose of increasing appropriation for the PERS account due to the Early Retirement Incentive Program (ERIP). There was no discussion. The Motion was approved with a unanimous "yes" vote.

#### **4. Abolishment and Creation of Positions Resolution #29-18 (ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to abolish the following positions:

Habilitation Assistant (1)  
Vehicle Operator (2)  
Community Support Specialist (1)  
Licensed Physical Therapy Assistant 12 month (1)  
Vehicle Operator Aide (1)  
Van Driver (2)

And create the following positions:

Direct Service Professional (4)  
Licensed Physical Therapy Assistant 9 month (1)  
Quality Support Specialist (SSA)

All of the positions listed above with the exception of the Licensed Physical Therapy Assistant are vacant. In line with our financial and strategic goals, as well as the transition currently occurring within the Agency, we are requesting the creation of four Direct Service Professionals (DSPs) to replace seven vacancies. The DSP position reduces our payroll costs significantly yet provides us with the flexibility to assign based on staffing needs. The Licensed Physical Therapy Assistant (LPTA) only worked limited hours during the summer to provide assistance to students in the Early Intervention classes. With the closure of Early Intervention classes, there is no longer a need for a 12 month LPTA. The 9 month LPTA hourly pay rate is higher, however, with the reduction in hours there will be no additional costs associated with this request. The Quality Support Specialist position is needed to provide oversight for the maintenance of processes and ensure consistency of SSA compliance with rules and regulations. Mr. Carroll asked why we are abolishing eight positions and only creating six. Ms. Davis stated that some of the new positions allow the staff to work in both Adult Services and Transportation, therefore eliminating the need for two separate positions. All positions being abolished are currently vacant. The Motion was approved with a unanimous "yes" vote.

#### **5. Appropriation Transfer-Contract Services Resolution #30-18 (ACTION)**

A Motion was made by Ms. Albrecht, seconded by Ms. Matthey, to authorize the Medina County Auditor to make the following appropriation transfers: \$39,338.00 from 3300-7700-0981 Reserve to the following account: \$39,338.00 to 3300-7700-0580 Contract Services. The 2018 Budget Appropriation will increase for account 3300-7700-0580 from \$2,147,800.00 to \$2,187,138.00 for the purpose of increasing the Appropriation for Contract Services for Technology Plan services for the redesign of the agency website and other IT renewals. Only \$10,000 of these funds will be used for the website re-design, which is schedule to be completed the beginning of 2019. The Motion was approved with a unanimous "yes" vote.

## 6. Policy Review and Approval (ACTION)

A Motion was made by Ms. Morrison, seconded by Mr. Hartman to approve policy changes for 3.2.4 Responsibility of Fees and 8.4 Early Intervention Services. One typo in the EI policy will be corrected. The Motion was approved with a unanimous "yes" vote.

### I. Reports Review

**Superintendent's Report** – The following was discussed:

- County Board Superintendents met in August to establish goals for long-term planning.
- Significant issues include providers giving inadequate notice of their inability to continue providing services.
- We are continuing to work on abuse prevention. Ms. Majoros and Mr. Sweeney attended a four-day training on this topic. Ms. Majoros shared the seven elements needed for an abuse awareness and prevention policy. Management Team will work on this project.
- Ms. Majoros and Mr. Sweeney also attended a six-day training regarding school based threat, risk and vulnerability risk assessment. Ms. Majoros will work with the Sheriff's Office on this project.
- Ms. Morrison requested that we report on all community connection groups in the Board Report. The Superintendent stated that this is one of the areas that was removed from the Board Report; however, this information could be added to the Community Employment Quarterly Report. In addition, this information will be included on the new website.
- Mr. Carroll questioned the reduction of only 100 individuals from our waiting list. Ms. Wilbraham stated that this was only the initial round of removals. There are more levels of assessment to still be completed and will reduce the list further.
- A discussion was held regarding who would hold the sub-minimum wage certificate if another provider agency were to take over the voc hab area. Windfall Industries currently holds the certificate. The MCBDD will include this question in the Call for Solutions for voc hab services. In addition, there is a task force working on this issue that involves DODD, OACB, OPRA, Private providers, and county board Superintendents.
- Mr. Carroll asked why a rate reduction by transit would cost the MCBDD more money. The Superintendent stated that there would be lower rates, but more trips each day.
- Ms. Morrison asked if the waiting list will be zero by 2020. Ms. Wilbraham stated that the list will not be at zero, but will be different and will consist of those who have a need in the next 12 months. Immediate needs will be met within 30 days.

**Financial Reports** – The following was discussed:

- July Revenue:
  - The 2014 Cost Report settlement of \$927,000 should be received in October.
  - A \$35.00 donation for scholarships was received.
- July Expenditures:
  - Gasoline prices have increased.
  - There were two month's utility costs.
  - Match payments were made.
  - Capital projects costs were \$59,233.
- August Revenue:
  - The second half tax payment was received in September.

- We are expecting another \$82,000 from the Summer Work Program.
- August Expenditures:
  - August was a three-pay month.
  - Two ERIP payments for \$95,641 were paid.
- Cash Balance and Monthly Cash Flow Reports: No comments or questions.

**Voucher Reports** – No comments or questions.

A Motion was made by Ms. Morrison, seconded by Mr. Hartman, to approve Resolution #22-18 to accept the Financial Reports for July, 2018. There was no discussion. The Motion was approved with a unanimous “yes” vote.

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to approve Resolution #26-18 to accept the Financial Reports for August, 2018. There was no discussion. The Motion was approved with a unanimous “yes” vote.

**MCBDD Enrollee Statistics Report**

- Dr. Kaye explained that a reduction and then increase in EI stats was due to a shifting of responsibility in intake and referral. Ms. Hunt stated that the decrease in enrollees in Adult Services is due to the end of the 90-day safety net for individuals that transitioned to AI Root and Windfall Industries as their provider of record.

**Provider Report** – No comments or questions.

**Personnel Control Report** – No comments or questions.

**Committee Reports** – The following was discussed:

- Superintendent’s Search Committee – Ms. Albrecht shared the following information: Fourteen resumes were received. The Committee reviewed to select those who possessed the identified qualities. Six were interviewed. The Committee is meeting on September 27 to decide which candidates to bring back to the full Board for second interviews. Randy Beach from the OACB has been instrumental in the process.
- Levy Committee – The Levy Committee met on September 11 at Spokes II. The focus was setting up the banking for the Committee and discussion around how to gain support at the next provider meeting.

### **I. Public Relations**

The following information was shared with the Board:

- The Take Flight program was a huge success with 119 people with disabilities and their families participating. Great feedback was received.
- The website redesign project is in motion. Surveys, focus groups, and best practices were used to form the design. The tentative live date is January of 2019.
- October is Disabilities Employment Awareness Month. A proclamation was given by the Commissioners. Several agencies are working together to promote this effort. Ed Dryer is the lead for the MCBDD.
- Upcoming Events include the following: Community Shred Day on 10/6; First Responders Training with the Autism Society on 10/17; Flu Clinic on 10/23; Parent Transition Academy on 10/25; and the Windfall School Open House and Book Fair on 10/18.

## **J. Open Forum**

### **Fran Koenig:**

Ms. Koenig stated that her daughter had a great time at the Take Flight event. She asked if the people who have already left the Work Center will be able to come back with the new provider that is taking over the Crossroads area. Mr. Bluebond indicated that individuals would have free choice of provider and could select the new provider if they offer services in the Crossroads location. In regard to the Superintendents discussion regarding questions asked at the Board meetings not being answered, she stated that last year Mr. Carroll asked the Superintendent at the time about agency policy regarding questions being answered at the next Board meeting. Ms. Koenig asked why people can't put questions on the website and have the answers given there rather than filling out a piece of paper at the meeting. She stated that parents don't feel they can ask questions and get answers at Board meetings and that is why they have stopped coming. She referred to a previous incident with another provider. She also stated that documentation is crucial in regard to receiving quality services.

### **Barbara Drager:**

Ms. Drager read a statement that she had written regarding board services. She also asked how quality will be monitored for the agencies that will be using the Achievement Center building for service provision. Mr. Carroll stated that future quality assurance by the county board is still being discussed. Currently, the county board is only able to report issues to the state. Ms. Matthey stated that Provider Guide plus is the best resource for families to learn about providers. The Superintendent stated that the county board is currently trying to create a standard for providers in Medina County. In addition, Mr. Carroll stated that a parent ISP training is being developed to increase advocacy efforts. In response to Ms. Drager's statement, Mr. Hartman responded that the MCBDD not only met, but exceeded expectations for the recent DODD accreditation review. He stated that we should be proud of the accomplishment, but understands that there are always issues to address.

At 8:25 p.m., the Board took a five minute break before entering back into Executive Session at 8:32 p.m. The audience was released. Executive Session ended at 9:17 a.m. The Board agreed to hold a Special Board Meeting on Thursday, October 11, at 5:00 p.m.

## **IV. Adjournment**

A Motion was made by Ms. Albrecht, seconded by Ms. Matthey, to adjourn the meeting at 9:18 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