

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
February 26, 2018

I. Call to Order

The MCBDD Board Meeting was called to order by Board President, Mr. Carroll, at 5:35 p.m. Other Board Members present included the following: Ms. Orlandi, Ms. Morrison, Ms. Albrecht, and Mr. Hartman. Ms. Thomas Fain and Ms. Matthey were absent (excused).

Staff present included the following: Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Hetkey, Ms. Majoros, Ms. Davis, Ms. Wilbraham, Ms. Hunt, Mr. Dryer, Ms. Bohner, Dr. Stanley Bryson, Ms. Hetkey, Ms. Bates, Mr. Krebs, and Mr. Walter.

Others present included the following: Parents, Fran Koenig, Charlotte Carroll, Patty Manning, Donna Moran, and Barbara Drager; Jim Brown, Windfall Industries; and Melanie Kasten-Kraus and Deborah Haumesser, SHC.

II. Executive Session

A Motion was made by Ms. Orlandi, seconded by Mr. Hartman, 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 the subject of pending or imminent court action.

The Motion passed with a unanimous "yes" vote. The Board entered into Executive Session at 5:37 p.m. The Board exited Executive Session at 6:07 p.m.

III. General Session

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

1. Approval of the Minutes from the Nominating Committee Meeting, January 22, 2018

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to approve the Minutes from the Nominating Committee Meeting on January 22, 2018. Mr. Carroll requested that the minutes be amended to state that Mr. Carroll, Ms. Morrison, and Ms. Orlandi were present as members of the Nominating Committee; Ms. Albrecht was in the audience. Ms. Orlandi amended the Motion to approve the minutes with this revision. Ms. Morrison seconded the amended Motion. The amended Motion was approved with a unanimous "yes" vote.

2. Approval of the Minutes from the Annual Organizational Meeting, January 22, 2018

A Motion was made by Ms. Albrecht, seconded by Mr. Hartman, to approve the Minutes from the Annual Organizational Meeting on January 22, 2018. There was no discussion. The Motion was approved with a unanimous "yes" vote.

3. Approval of the Minutes from the Regular Board Meeting, January 22, 2018

A Motion was made by Ms. Albrecht, seconded by Mr. Hartman, to approve the Minutes from the Regular Board Meeting on January 22, 2018. There was no discussion. The Motion was approved with a unanimous "yes" vote.

D. Old Business – There was no Old Business.

E. Follow Up

1. How QA visits are conducted

A document explaining the types of Provider Compliance Reviews and the process was included in the Board Packet. The conversation included the following topics: the abuser registry and how to access it, revocation of licensure, how to access compliance reports on DODD's website, and the county board's role in the process. This discussion was in response to a parent's concern at a previous meeting. (Attachment A)

2. MedinaMade Update

February 16 was the last day of regular sales. Some vendors have picked up their items, while others donated them to the store for an upcoming final sale. The Facilities Committee will be looking into how to best use the vacant space. Ms. Albrecht asked about whether the MCBDD could be released from the lease at Montville Center and move staff back to the MCAC. Mr. Bluebond stated that the store front was part of the Community Employment Office and did not have separate restrooms, which would make it difficult to rent as its own space. We are currently looking into using the space for meetings, which is greatly needed at the Montville offices. Moving staff back to this building would require a complete redesign including phone and computer drops. Currently, we are looking to have more providers using the space at the MCAC facility. Plans for the future will be more clear once the Strategic Plan is complete and these topics can be revisited. Per Mr. Hartman's request, we will discuss this again no later than June of this year.

3. Parent/Family/Community Training

A consistent request from the community has been for the county board to provide more training opportunities for parents/guardians, etc. The agency has a Training and Compliance Coordinator who will coordinate these trainings. Data that is gathered through surveys, comments, etc. will be analyzed and trainings will be provided. While the process isn't finalized yet, we would like to start with training such as Fix the List or Provider Guide Plus just to get started. Ms. Albrecht stated that parents need a means to submit topics for which they need more education.

4. Community Pathfinders

The Superintendent met with Tom Armstrong who is consulting with Community Pathfinders. Mr. Armstrong is the previous Superintendent for the Summit County Board of DD. Their

discussion included the feasibility of financial support from the Board and gaps in service. The Board has received information that is legal in nature in regard to granting money to a non-profit. The legal opinion indicates Ohio law does not allow for county boards of DD to make non-competitive grants to non-profits. The opinion will be sent to Assistant Prosecutor Tom Karris for review. The Board would be willing to review any proposal that was submitted by Community Pathfinders, as well as any other provider. The paperwork for the LLC has been filed, but we do not know their status in regard to becoming a Medicaid provider.

F. New Business

1. 2018 Koinonia Contract Resolution #05-18 (ACTION)

Mr. Carroll asked for clarification on what is involved in Career Planning. Ms. Wilbraham and Ms. Bates stated that it includes the Discovery process, follow along services, job coaching, resume assistance, etc. Services are very similar to what is offered through OOD. This contract is for locally funded services to assist those who do not have waivers. Currently, we are the only provider in the county offering community employment services. This is the first time we have written a contract for community employment with another provider; however, any other provider with the proper certification could provide the same service. Ms. Albrecht asked if there was any data to support the idea that those utilizing career planning having more success in community employment. While we are not aware of any such data, the services are outcome based and have time limits.

A Motion was made by Ms. Albrecht, seconded by Ms. Morrison, to authorize the Superintendent to enter into a contract with Koinonia Enterprises for the following locally funded services: Career Planning and Individual Employment Support. The contract will be effective from March 1, 2018, through December 31, 2018, for an amount not to exceed \$10,000.00. The contract with Koinonia Enterprises will authorize the Superintendent to purchase locally funded services from Koinonia at the rates specified in the 2018 contract. Ms. Morrison asked how the number of staff provided is determined. Ms. Bates stated that there are assessments to determine staffing ratios. The individual's needs identified in the ISP are also a factor.

The Motion was approved with a unanimous "yes" vote.

2. 2019 MCBDD Agency Calendar and 2018-2019 Windfall School Calendar (ACTION)

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to approve both the 2019 MCBDD Agency Calendar and the 2018-2019 Windfall School Calendar as presented. Agency calendars are created at this time of the year to coordinate with all Medina County School Districts. The Superintendent stated that the calendars had been reviewed by the Director of Day Services, the Director of Children's Services, the Superintendent, the Director of HR, and the union prior to submission for Board approval. The only change from previous years is the addition of two work days for school staff in which the children would not be in attendance due to their home schools being closed for the day. There was no further discussion.

The Motion was approved with a unanimous "yes" vote.

G. Discussion Items

1. Strategic Planning

The proposal for completion of the Strategic Plan was received from the Impact Group. The Superintendent has asked for a few revisions. They include the following: add a focus group for community leaders such as the County Commissioners, Health Commissioner, ADAMH Board Director, MMHA Director, Special Ed Coordinators, etc. Ms. Albrecht suggested that Larry Obhof be included in the community leaders group. She will make contact and invite him once a date is set. It was also requested that the surveys be reviewed to gather important data. On March 12, from 6:00 - 7:30 p.m., the Impact Group will facilitate a public meeting (Board Retreat) to provide the Board and the public with information for the strategic plan. This will be advertised as a public meeting.

2. Community Services and Supports (Attachment B)

A committee was formed last fall to begin looking at how the agency could possibly look in the future and what types of services could be provided. Information was collected from many sources and a summary was included the Board Packet. The document identifies gaps in service. Other services, such as Special Olympics and Assistive Technology, are also being looked at to see where they may fit in the proposed plan. At the March Board Meeting, a more in-depth presentation, including cost, will be presented to the Board.

3. Staff Survey

Ms. Davis reviewed the purpose of the Staff Survey and how it directly affects the individuals we serve. The staff survey is not mandatory; however, this year 125 out of 200 participated. It is done every year and is completely anonymous. Results from the most recent survey are currently being tallied; the results will be brought to the Board at a future meeting. Mr. Carroll asked how many of the 15 vacant positions we intend to not fill. Ms. Davis stated that all positions are currently being reviewed. A resolution requesting abolishment of some positions will be coming soon. Department heads have been very creative in utilizing staff. For example, some Transportation and Adult Services positions have been combined to work in both areas. We plan to share with staff what the positions of the future will be and ask them how we can assist them to prepare for these positions. We will also be bringing in outside assistance for staff. Mr. Carroll asked if tuition reimbursement has been considered if some positions are difficult to fill. Ms. Davis stated that we currently are not having difficulty filling positions.

4. SHC Proposal

SHC had submitted a proposal requesting financial assistance with operating costs for Camp Paradise. The original proposal was for \$65,000. It was requested that SHC revise and resubmit the proposal with reduced costs. The revised proposal came in at \$35,000; however, new information has been received that is legal in nature that prohibits the county board from granting money to non-profits. The Superintendent would like to meet with Melanie Kasten-Krause, Executive Director of SHC, and explore other options for the Board to assist SHC.

H. Reports Review

Superintendent's Report – The following was discussed:

- Provider Guide Plus has not been released yet. When it is available, we will provide training on how to use it.

- The revised Waiting List Rule is supposed to go into effect in July. Training will be provided once the rule is approved and released.
- Donor Scholarship applications are now being accepted.
- After the recent school shooting in Florida, management reviewed the MCBDD Emergency Operations procedures. Review of these procedures will be included in the March 9 Staff In-service Day.
- Ms. Orlandi had requested that an article be put in the staff newsletter regarding issues with people with disabilities and housing. The release of the article is slated for March and will be in the agency newsletter.
- Ms. Orlandi requested that the Board be updated at least quarterly on the number of staff who are choosing to retire with the Early Retirement Incentive Program (ERIP), or for other reasons.
- Mr. Hartman stated that he would still like to see a button on the main MCBDD webpage for donations directly to Medina County Special Olympics.
- NEON continues to search for services that will keep them relevant to county boards. We are currently minimizing the funds that are kept with NEON. In the past, county boards received interest on those funds, but county boards do not receive any interest now.

Financial Reports – The following was discussed:

- Revenue:
 - The following was received: three ODE payments; the 2013 Cost Report settlement payment of \$753K; a donation of \$185.80 for Boxtops for Education; and \$25.00 for a Memorial Grove brick.
 - Ms. Finnerty and Ms. Bates met with the Auditor about the levy and Nexus Pipeline. The county board will receive funds from the pipeline. The amount will be different from what was stated in the newspaper, but would be about half of what is received for Medina County. The estimated earliest payment would be in 2020 for the 2019 property values. Once we know what the amount will be, we can discuss how to use the funds.
 - There were no questions or comments on the Cash Balance Report.
 - The Cost per Individual Report remains consistent.
- Expenditures:
 - An additional column was added for transfers.
 - Expenses included a payment for insurance renewal, OACB dues, DODD admin fees, Montville Center rent, playground fencing (funds from the Hanusack fund), and the third quarter match payment.

Voucher Reports – The following was discussed:

- There was an amount of zero dollars listed. This was for a central supply allocation that must be entered.
- Ms. Bates reviewed with the Board how to read the Voucher Reports and addresses some questions that were sent earlier from Ms. Albrecht.
- The MCBDD phone system is very old; it is possible that when the Montville Center lease is up and if the staff move back to this building, the newer phone system can be transferred. The phone system is part of the facilities planning.

- A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to approve Resolution #06-18 to accept the financial reports for January, 2018. The Motion was approved with a unanimous “yes” vote.

MCBDD Enrollee Statistics Report

- There were no questions on the Enrollee Statistics Report.

Provider Report - The following was discussed.

- It was asked if we share a list of names of the individuals we serve with providers. We do not. When a service is needed, the information is sent to all providers but does not include a name.

Personnel Control Report

- There were no questions on the Personnel Control Report.

Committee Reports – The following was discussed:

- Levy Committee – The Levy Committee is meeting monthly. Tom Speaks is coming to the meeting on February 28 to talk about levies. Jim Brown from Windfall Industries has also joined the committee. Alice Kanta, former Executive Administrator, is the Treasurer. The committee is working to identify others in the community that would be valuable committee members or would be able to assist in other ways.
- Superintendent Search Committee – The committee met and held preliminary discussions regarding parameters. They also discussed desired competencies. They also decided to enlist assistance from the OACB for the Superintendent search. Once the Strategic Plan is complete, the committee will move forward.

I. Public Relations

The following information was shared with the Board:

- The MCBDD has officially received a three-year CARF Accreditation. The certificate was presented by Annie Finnerty, Assistant Superintendent, to the Board President and Superintendent. Recommendations have been received and a Quality Improvement Plan must be done within 90 days. Ms. Finnerty will send this information to the Board.
- The Superintendent thanked Ms. Finnerty, Ms. Hunt, Mr. Dryer, Ms. Hetkey, and Jim Brown for their hard work regarding communication during the AI Root transition.
- The deadline for application for the Donor Scholarship is March 29. There is one \$1,000.00 scholarship and one \$500.00 continuing scholarship. They will be awarded at the May Board Meeting.
- AI Root transition communications included initial contact from SSA and staff, as well as the public forum and follow up letters. Communication will continue until summer to identify and address remaining concerns.
- The Parent Transition Academy and Transition Services were the topics on Wadsworth Community Radio this month.
- There were 400 respondents to the Community Survey.
- Upcoming Events include the following: March is Developmental Disabilities Awareness Month. The theme is *Celebrate Community*; the St. Ambrose Health Fair is March 11; the Buzzard Buzz event is on March 18; and the Soprema Senior Open House is on March 7.
- Harlan Johnson, parent and spouse of former Board Member Mary Johnson, passed away on February 11. Mr. Johnson regularly attended MCBDD Board Meeting and was known as one who always spoke up for people with disabilities. He was writer and editor of

“Parents Speak” newsletter and a community member of the Governor’s Cabinet.

J. Open Forum

Melanie Kasten-Krause, SHC

Ms. Kasten-Krause thanked the Board for the opportunity to partner for the MedinaMade store. She stated it was a great experience and complimented the staff from both the MCBDD and SHC for their hard work.

Fran Koenig

Ms. Koenig stated that she has not had any difficulty finding providers for her daughter; however, other parents do have difficulty finding providers. Some individuals have difficulty with change and when different providers come each week it causes problems. She stated that the individuals who require more care have more difficulty finding providers. She asked if there is a plan to assist these parents because the constant changing of staff is problematic. Mr. Carroll stated that there are state initiatives to help with this issue. We will follow up at the March Board Meeting.

IV. Adjournment

A Motion was made by Ms. Albrecht, seconded by Mr. Hartman, to adjourn the meeting at 8:21 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