

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
February 25, 2019

I. Call to Order

The MCBDD Board Meeting was called to order by Board President, Mr. Carroll, at 5:36 p.m. Other Board Members present included the following: Ms. Orlandi, Ms. Thomas Fain (left at 6:00 p.m.), Ms. Morrison, Ms. Albrecht, and Ms. Matthey. Mr. Hartman's absence was excused.

Staff present included the following: Ms. Maleckar, Ms. Finnerty, Ms. Lees, Ms. Hetkey, Ms. Majoros, Ms. Davis, Ms. Kolarovsky, Ms. Hunt, Mr. Dryer, Ms. Bohner, Dr. Stanley-Bryson, Ms. Bates, and Ms. Fiorella-Batke.

Others in attendance included: Jim Brown, Windfall Industries; Melanie Kasten-Kraus and Shelly Wharton from SHC; Dave Clardy, Intervention for Peace; Rebecca Miller; Natalie Salvator; Colleen Swedyk, Commissioner; and parents Barb Drager, Fran Koenig, and Charlotte Carroll.

II. Executive Session

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, 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 5:39 p.m. Stacey Maleckar, Diana Davis, and Colleen Swedyk were invited to stay for Executive Session. The Board exited Executive Session at 5:55 p.m.

III. General Session

- A. Pledge of Allegiance
- B. Mission Statement Affirmation

At this time, Wayne Carroll introduced Colleen Swedyk, the MCBDD's County Commissioner liaison. Ms. Swedyk stated that she was very pleased to be working with the MCBDD.

C. Approval of Minutes

- 1. Approval of the Minutes from the Nominating Committee Meeting, Annual Organizational Meeting, and Regular Board Meeting, all held on January 28, 2019

A Motion was made by Ms. Morrison, seconded by Ms. Matthey, to approve the Minutes from the Nominating Committee Meeting, Annual Organizational Meeting, and Regular Board Meeting, all held on January 28, 2019. 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. Board Training – The Board is requesting training (Board Retreat) on the Sunshine Law to be conducted in March or early April. Shannon Lees will work with Diana Davis to set up this training. The training will be taped in case someone is not able to attend.

F. Discussion Items – There were no Discussion Items.

G. Presentation

1. Turkey Bowl Donation – Mike Meadows and Bill Biegel presented a check for \$27, 845.53 to Special Olympics Medina County. This donation was a result of the Annual Turkey Bowl. One hundred percent of this donation goes back to the Special Olympic athletes. Mr. Meadows thanked the athletes, as well as Bill Biegel for his hard work and dedication to people with disabilities. Mr. Biegel facilitates two large fundraisers for Special Olympics each year. The next event is the softball tournament on May 11.

H. New Business

1. Cash Transfer Resolution #12-19 (ACTION)

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to authorize the Medina County Auditor to transfer \$537,000.00 from the General Fund 3300-7700-0960 (Transfers), to the Capital Fund 2855-0000-0450 (Transfers), for the purpose of capital improvements and purchases. This cash transfer is included in the 2019 budget approved by the Board. There was no discussion. The Motion was approved with a unanimous “yes” vote.

2. Revision to the Current Action Plan (ACTION)

A Motion was made by Ms. Albrecht, seconded by Ms. Matthey, to add an additional Target Area to Goal III of the current Action Plan. The Target Area is to *Support and Monitor Quality of Services to Individuals*. This goal was on hold; however, Management Team agrees that we need to refocus on this area. Ms. Albrecht stated it was a great addition to the current plan. The Motion was approved with a unanimous “yes” vote.

3. Approval of the 2020 MCBDD Agency Calendar, 2019-2020 Windfall School Calendar, REVISED 2019 MCBDD Agency Calendar (ACTION)

A Motion was made by Ms. Morrison, seconded by Ms. Matthey, to approve the calendars as presented. Ms. Maleckar stated that the revision to the current 2019 MCBDD Agency Calendar was to remove the consumer picnic and consumer holiday party. Windfall Industries sponsors these events; therefore, the dates, location, and scope will be the responsibility of Windfall. The MCBDD will assist as needed. Ms. Albrecht asked if the calendars can be revised at any time. Ms. Maleckar responded that they can be revised as needed. The Motion was approved with a unanimous “yes” vote.

I. Reports Review

- Superintendent’s Report – The following was discussed:

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- Jeff Davis, new DODD Director, attended the SEC Meeting and shared his two top priorities: increasing provider wages and creating a customer-friendly service model.
- On 2/19, students from the MCCC Sports Medicine Program volunteered at the Windfall School Winter Olympics.
- Aktion Club is partnering with Rebecca Miller to assist in launching Project Kindness. A project that uses rocks with inspirational messages to promote kindness. Ms. Miller shared with the Board how she came to develop this project, the goal, and what is needed to keep the project going. Kits are put together by “Rock Stars” and delivered to agencies to be placed around the community. Participants and donations are welcome. Ms. Miller will request permission from the Levy Committee to have a table set up at the Summer Solstice fundraising event in June.
- Eight new LED lights have been installed in the MCBDD parking lot.
- The MCBDD conducted a lockdown drill with officers from the Medina Sheriff’s Department in attendance. The officers stated that we did well and have good policies/procedures in place.
- Board Member Lisa Morrison completed a study regarding the benefits of the Tech Connect program and the senior population. There will be a presentation coming soon.
- The Medina Health Department is holding a car seat training for kids with special needs. Families will be provided with a gift certificate to Walmart or Target for a car seat. Windfall School staff are working to identify families who would benefit from this training.
- Ms. Orlandi asked how many individuals were working at the Snack Shack which has now been taken over by Brunswick Schools. Mr. Dryer stated that two individuals worked there: one has found other employment and the other has had a few interviews. Fifty to sixty individuals have trained at the Snack Shack. Brunswick Schools will now have their transition students working there.
- Financial Report - Ms. Bates reviewed the Financial Reports. The following was discussed:
 - Revenue:
 - As a follow up to last month, Ms. Bates reconciled the number of gas cards. The number was 39 and is now 16. Also, the MCBDD is covered for misuse of credit cards under our property insurance.
 - Two donations were received: \$133.50 for Box Tops for Education and \$77.00 for Casual Fridays.
 - Expenditures:
 - January was a two-pay month.
 - The final ERIP payment was made in the amount of \$1,051,352 (18 people). The total amount paid for the ERIP was \$2,129,144.00 (29 people). Eighteen of those positions are not being replaced.
 - \$25,750.00 was paid for our OACB membership.
 - \$66,108.19 was paid for administrative fees for waiver program.
 - Rent was paid for January and February for the Montville offices.
 - The server room project was a prior year expense (2018).
 - Cash Flow Report – Ms. Bates reviewed with no questions/comments from the Board.
 - Cash Balance Report – Ms. Bates reviewed with no questions/comments from the Board.

- Voucher Reports – The Voucher Report was reviewed. The following questions were addressed:
 - Pg. 4 – Two entries for Leadership Medina County: there were two different people who signed up for two different options.
 - Pg. 5 – Campership: due to late reconciling, there was a payment made for campership.
 - Pg. 5 – Two fire inspections: one was the annual inspection and the other was for the new server room fire suppression system.
 - Pg. 6 – Therapy services through Language Learning: We have 3 full-time Board Speech Therapists. Two of them serve EI children/families full time. One of them is our Lead Therapist who coordinates a number of activities for the school therapists and EI, provides EI services, and is the team leader of one of our EI teams. She also provides speech therapy for children in two classrooms and consults with other therapists when needed. We contract with LLA for two, four-day per week Speech Therapists. One serves the majority of Windfall School students and the other serves one preschool classroom and carries an EI caseload.

A Motion was made by Ms. Orlandi, seconded by Ms. Matthey, to approve Resolution #11-19 to accept the Financial Reports for January, 2019. The Motion was approved with a unanimous “yes” vote.

- MCBDD Enrollee Statistics Report – Ms. Bates reviewed the purpose of the increase in the number of individuals on waivers.
- Community Provider Report – There were no questions on the Community Provider Report.
- Personnel Control Report – The Personnel Control Report was reviewed.
 - Mr. Carroll stated that he appreciates the comments regarding whether positions will be filled or not.
- Committee Reports
 - Levy Committee – Ms. Albrecht reviewed two meetings of the Fundraising Committee. The fundraiser will be a Summer Solstice event in June. Ellen Snow and her husband’s comedy improv group will be performing. They were able to get approval to serve alcohol. Sponsorships are available. The goal is to raise \$10,000.00. Provider agencies will be approached for donations. More information will be forthcoming as the date approaches.
 - Facilities Committee – Ms. Majoros reviewed the meeting minutes which included capital improvements, completed projects, budgeting, and the 10-year plan. Space utilization at the MCAC and Montville was also discussed, as well as the 2019 Operating Plan goals.
- Quarterly Reports
 - Operating Plan:
 - This plan ended at the end of 2018 and is 89% completed.
 - Four goals have moved forward and some are still in progress.
 - Cross training with the ADAMH Board has not yet been completed. Tracy Kolarovsky is working to obtain a date for the training.
 - Per the new MCPT Director, they still plan to become a Medicaid provider. The new Director plans to begin working on this in March.
 - Mr. Carroll requested that when the Superintendent receives recommendations regarding Action Plan items, the Board would like to know what the recommendations are. This can be reported however management sees fit.

- Action Plan – Ms. Finnerty stated that the plan is moving along well. Ms. Bates stated that she will begin meeting with school districts in regard to how services will be billed in the future.

J. Public Relations

The following was shared with the Board:

- February was used to expand our community engagement and outreach.
- The Community Report is being worked on and we hope to have it ready in March.
- March is DD Awareness Month. The Commissioners will be issuing a proclamation. Articles will be in all local media. There will also be videos of individuals and their stories.
- The MCBDD was in multiple publications including Macaroni Kid, Helping Hands, Hinckley Record, Commissioners' Newsletter, Northeast Ohio Parents Special Needs Guide, and Take A Look Brunswick.

Upcoming Events include the following:

- DD Awareness Month
- Buzzard Buzz

K. Open Forum

Fran Koenig

Ms. Koenig asked about a goal in the Action Plan that states that the MCBDD will provide training to providers. She asked what training is being provided and to which providers. Ms. Finnerty stated that there are monthly providers meetings where trainings are provided, along with other opportunities. Ms. Finnerty also stated that the MCBDD is looking into what other trainings we can provide such as First Aid, CPR, etc. Ms. Koenig stated that a cooking class should be provided so that providers can offer healthy meal options for individuals.

Elaine Orlandi

Ms. Orlandi stated that a cooking class that produces its own cookbook would be a great project idea.

Dave Clardy

Mr. Clardy asked if the stakeholder group referred to in the Action Plan included both providers and parents. If so, the parents could attend and work with providers toward a solution.

Barb Drager

Ms. Drager stated that in the past she had worked with a dietician from Medina Hospital who was very helpful in her situation and could also be helpful for this situation.

Wayne Carroll

Mr. Carroll stated that parents can alleviate some of these types of issues with the ISP. This is why we are providing ISP trainings so that parents can have more information regarding what types of things can be addressed in the ISP.

IV. Adjournment

A Motion was made by Ms. Albrecht, seconded by Ms. Morrison, to adjourn the meeting at 7:12 p.m. The Motion was approved with a unanimous “yes” vote.

FOR APPROVAL

Board Chair
Medina County Board of DD

Secretary
Medina County Board of DD