

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Nominating Committee Meeting Minutes
January 28, 2019**

I. Call to Order

The Nominating Committee Meeting was called to order at 5:09 p.m., by Board Vice President Dave Hartman. Committee members Elaine Orlandi and Christy Matthey were also in attendance.

Others in attendance included the following: Stacey Maleckar, Jon Bluebond, Shannon Lees, and Paula Majoros.

II. Election of Officers

The Nominating Committee met regarding the slate of officers for the year 2019. The proposed slate is as follows:

President: Wayne Carrol

Vice President: Dave Hartman

Secretary: Elaine Orlandi

III. Adjournment

A Motion was made by Ms. Orlandi, seconded by Ms. Matthey, to adjourn the Nominating Committee Meeting at 5:30 p.m.

The Motion was approved with a unanimous “yes” vote.

FOR APPROVAL

Board Chair
Medina County Board of DD

Board Secretary
Medina County Board of DD

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Annual Organizational Meeting
January 28, 2019

I. Call to Order

The MCBDD Annual Organizational Meeting was called to order by Board President, Mr. Carroll, at 5:32 p.m.

Other Board Members in attendance included: Ms. Thomas Fain, Ms. Orlandi, Ms. Morrison, Ms. Matthey, Ms. Albrecht, and Mr. Hartman.

Those present from the Achievement Center were: Ms. Maleckar, Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Davis, Ms. Majoros, Ms. Kolarovsky, Mr. Dryer, Ms. Bohner, Ms. Hetkey, and Ms. Hunt.

II. Election of Officers

The Nominating Committee met on January 28, 2019, and presented the following slate of officers for the year 2019:

President – Wayne Carroll

Vice President – Dave Hartman

Secretary – Elaine Orlandi

All nominees are currently holding the offices. No other nominations were made from the Board or the audience. The nominees all agreed to remain in their current offices for 2019. A Motion was made by Ms. Orlandi, seconded by Ms. Matthey, to approve the 2019 slate of officers as presented by the Nominating Committee.

The Motion was approved with a unanimous “yes” vote.

III. Committee Appointments

Mr. Carroll asked for volunteers for the Donated Funds Committee and the Ethics Committee. It was stated that a Board Member with a child receiving Board services should not serve on the Ethics Committee; however, if it is necessary to have a Board Member with a child receiving services on the Ethics Committee, it would be allowed. The following Board Members volunteered to serve on the listed committees:

Donated Funds Committee – Lisa Morrison, Christy Matthey, Dave Hartman

Ethics Committee – Sandra Thomas Fain, Christy Matthey, Elaine Orlandi

A Motion was made by Ms. Morrison, seconded by Mr. Hartman, to accept the 2019 appointments for the Donated Funds and Ethics Committees.

The Motion was approved with a unanimous “yes” vote.

IV. 2019 Table of Organization

A Motion was made by Ms. Morrison, seconded by Ms. Albrecht, to approve the Revised 2019 Table of Organization as presented with the understanding that revisions will be coming later in the year.

The Motion was approved with a unanimous “yes” vote.

V. Declaration Requirements of S.B. 10

All Board Members submitted their signed S.B. 10 documents to Ms. Lees at this meeting.

VI. Conflict of Interest

All Board Members submitted their signed Conflict of Interest documents to Ms. Lees at this meeting.

VII. 2019 Board Meeting Dates

A Motion was made by Ms. Thomas Fain, seconded by Mr. Hartman, to approve the 2019 Board Meeting Date Calendar as presented. The presentations are not listed and all Board Members were in agreement to do ad hoc trainings. Conflict of Interest and Sunshine Law were two trainings that were requested by Board Members for 2019. Mr. Carroll stated that Assistant Prosecutor Tom Karris was contacted regarding a Board Member’s concern regarding whether the hiring process of the new Superintendent was done appropriately in regard to Sunshine Law. Due to the conference with an attorney, this topic will be discussed in Executive Session. Mr. Carroll asked if the meeting time of 5:30 p.m. was working well for the Board. Ms. Morrison and Ms. Matthey both stated they would prefer the meetings to start no later than 5:30 p.m. Ms. Albrecht stated that most public meetings start at 7:00 p.m. and the later start time may allow more families to attend. Ms. Hetkey was asked to do a survey with families regarding Board Meeting times. For the time being, the Regular Board Meetings will continue to be held at 5:30 p.m.

The Motion was approved with a unanimous “yes” vote.

VIII. Adjournment

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to adjourn the MCBDD Annual Organizational Meeting at 5:55 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

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Regular Board Meeting Minutes
January 28, 2019

I. Call to Order

The MCBDD Board Meeting was called to order by Board President, Mr. Carroll, at 6:00 p.m. Other Board Members present included the following: Mr. Hartman, Ms. Orlandi, Ms. Thomas Fain, Ms. Morrison, Ms. Albrecht, and Ms. Matthey.

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

Others in attendance included: Jim Brown, Windfall Industries; Melanie Kasten-Kraus and Deborah Haumesser from SHC; from Medina Creative Housing, Diane DePasquale-Hagerty, Tim Hagerty, and nephew; and parents Barb Drager, Fran Koenig, Charlotte Carroll, and Patty Manning.

II. Executive Session

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, 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.
- C. Conference 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 6:55 p.m. Jon Bluebond and Diana Davis were invited to attend the Executive Session. The Board exited Executive Session at 7:00 p.m.

III. General Session

A. Pledge of Allegiance

B. Mission Statement Affirmation

C. Approval of Minutes

- 1. Approval of the Revised Minutes from the Regular Board Meeting, December 10, 2018

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to approve the Revised Minutes from the Regular Board Meeting on December 10, 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. Remote Monitoring – Ms. Maleckar addressed a question from the Board at the December meeting regarding how many individuals were using remote monitoring

services. Ms. Maleckar stated that currently there are two individuals using remote monitoring. The goal is to have 10 individuals using this service and there is a potential for 15 individuals. The MCBDD was just approved for a \$20,000, one-time grant to be used for remote monitoring. We will be reaching out to families, providers, etc. to provide education about this valuable service.

2. Upcoming ISP Training – There will be an ISP Basics training in March. In addition, other valuable trainings for families are also scheduled over the next several months and can be found on the MCBDD’s Event Calendar on the website. Mr. Carroll asked if the families of the individuals affected by the voc hab Call for Solutions would be able to attend the training prior to the transition. Ms. Finnerty stated that the Committee is still meeting regarding the submitted proposals and that families should be able to attend the training in March prior to any transitions. Mr. Carroll asked that the SSAs make sure families know that if need be, they can call another ISP meeting after the training.

F. Discussion Items

1. Call for Solutions Update – Ms. Finnerty stated that the Committee has met and is moving forward. Four agencies submitted proposals for voc hab and transportation; one proposal was for transportation only. Members of the Committee have spoken with the providers who submitted proposals and have visited their sites. Providers are aware of the current guidance that is available regarding the new Voc Hab Rule and that more guidance will be coming later this year in regard to the 50% rule.

3. Board Agency Communications – Mr. Carroll reminded the Board that any requests for information or tasks directed to MCBDD staff from Board Members should go through the Superintendent. The Superintendent will then review the request and delegate to the appropriate staff.

G. New Business

1. Fleet and Liability Insurance Resolution #02-19 (ACTION)

A Motion was made by Ms. Orlandi, seconded by Ms. Matthey, to authorize the Superintendent to purchase \$3M fleet insurance for \$21,018.00, \$3M/\$5M general liability insurance for \$19,254.00, and \$1M violence insurance for \$354.00 from Hylant Administrative Services, LLC for the Ohio School Plan policy. The coverage period is January 1, 2019, to December 31, 2019. There was no discussion. The Motion was approved with a unanimous “yes” vote.

2. Public Notification of Board Meetings Resolution #03-19 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to affirm that the MCBDD shall notify the public of regularly scheduled meetings and special meetings in accordance with Board Policies 2.3.1-Notification Pertaining to MCBDD Board Meetings, 2.4-Board Meetings, 2.4.2-Special Meetings, and 2.4.3-Public Notice for Board Meetings. The MCBDD shall place the time, place and purpose of the meeting on the MCBDD website and shall publish this information in the Gazette, as well as other media formats, at least 24 hours ahead of time as per Policy #2.3.1, 2.4, 2.4.2 and 2.4.3. There was no discussion. The Motion was approved with a unanimous “yes” vote.

3. Excess Property Resolution #04-19 (ACTION)

A Motion was made by Ms. Thomas Fain, seconded by Mr. Hartman, to declare the items listed in the resolution as excess property and unusable by the Medina County Board of Developmental Disabilities. This property will be sold through auction or other means as specified in ORC 307.12, Disposition of Unneeded, Obsolete or Unfit Personal Property. Carey reviewed for Mr. Hartman the definition of a “thin client”. The Motion was approved with a unanimous “yes” vote.

4. Appropriation Increase - Equipment Resolution #05-19 (ACTION)

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

INCREASE	AMOUNT
3300-7700-0780, EQUIPMENT	\$60,000.00

The 2019 Budget Appropriation for 3300-7700-0780 will increase from \$98,343.00 to \$158,343.00 for the purpose of increasing appropriation for the equipment account due to the Medina County Board of DD’s share in the cost of the county administration/finance conversion to a new payroll and general ledger software, Munis ERP Solution. This amount was not previously known during the 2019 budgeting process. Implementation of general ledger and accounting software is to begin February, 2019 and expected to be completed with 8-10 months, while the implementation of payroll to begin sometime around August, 2019 with a go live date of April or July 1, 2020. By MCBDD joining in on the county’s software conversion, MCBDD will not only develop efficiencies but will also transition from using the current financial/payroll software, Infallible, that has been in place since the late 90’s. Ms. Bates explained that many other county offices already enter data directly into the county’s software system. This will allow the MCBDD to do the same. The Motion was approved with a unanimous “yes” vote.

5. Appropriation Increase – Supplies/Equipment/Contract Services Resolution #06-19 (ACTION)

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

INCREASE	AMOUNT
3300-7700-0100 SUPPLIES	\$ 800.00
3300-7700-0580 CONTRACT SERVICES	\$10,600.00
3300-7700-0780 EQUIPMENT	\$ 800.00

The 2019 Budget Appropriation for 3300-7700-0100 will increase from \$170,355.00 to \$171,155.00, 3300-7700-0580 will increase from \$2,028,630.00 to \$2,039,230.00, and 3300-7700-0780 will increase from \$158,343.00 to \$159,143.00 for the purpose of increasing appropriation for the equipment account due to the Medina County Board of DD receiving a \$20,000.00 Remote Support grant from DODD. The remaining grant amount (mostly travel) can be absorbed within the current budget appropriations. Mr. Hartman asked why we think we have enough in the budget to cover the balance of the grant from existing funds when there was money left in the grant amount. Ms. Bates responded that the grant funds go to revenue and then

money is needed for the expense from the appropriate line item accounts. The Motion was approved with a unanimous “yes” vote.

6. 2019 NEON Contract Resolution #07-19 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to authorize the Superintendent to enter into a contract with Northeast Ohio Network (NEON) for the following services:

- Supported Living Administration
- Provider Compliance Reviews
- Invoice Payment
- Investment of Funds
- Quality Assessment Registered Nurse Reviews
- Back-up MUI Investigations
- Other services on an as needed basis

The contract will be effective from January 1, 2019, through December 31, 2019. Ms. Orlandi asked what the services typically cost. Ms. Bates stated the cost is usually approximately \$230,000.00. The Motion was approved with a unanimous “yes” vote.

7. Appropriation Increase to Donated Funds Resolution #08-19 (ACTION)

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

INCREASE	AMOUNT
3315-7700-0100 SUPPLIES	\$ 500.00
3315-7700-0780 EQUIPMENT	\$ 25,000.00

The 2019 Budget Appropriation for 3315-7700-0100 will increase from \$16,999.00 to \$17,499.00 and 3315-7700-0780 will increase from \$20,800.00 to \$45,800.00. Ms. Albrecht stated she thought the school already had a sensory room. Dr. Stanley-Bryson stated that currently they do not have a sensory room. The Motion was approved with a unanimous “yes” vote.

8. Credit Card Use Resolution #09-19 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to request authorization from the Medina County Commissioners for use of the following credit cards:

Credit Card	Name on Card	Number of Cards	Fund #/Name
BP (Gas Card)	Medina Cnty Achvmnt Ctr	1	3300/General Fund
EG Group (Access gas card)	Medina County Board of DD	39	3300/General Fund

Huntington MasterCard	Medina County Board of DD Stacey Maleckar, Superintendent	1	3300/General Fund
Huntington MasterCard	Medina County Board of DD Carey A. Bates, Director of Business	1	3300/General Fund

Mr. Hartman asked if our insurance policy covers misuse of credit cards. Ms. Bates will review the policy and provide a response to Mr. Hartman. Mr. Hartman also questioned having 39 gas cards for EG Group. Ms. Bates stated that she has completed a reconciliation and will provide Mr. Hartman with the new number of cards. The Motion was approved with a unanimous "yes" vote.

9. Procurement Card Use Resolution #10-19 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Orlandi, to request authorization from the Medina County Commissioners for use of the following procurement cards:

Procurement Card	Name on Card	Number of Cards	Fund #	Fund Name
Darice (dba Pat Catan's)	Medina County Board	1	3300	General Fund
			3315	Donated Funds
Home Depot	Medina Co Bd of MRDD Res. Svcs. Jeffery Tinney	1	3300	General Fund
			3315	Donated Fund
			2855	Capital Fund
			2856	Sales Tax Fund
Home Depot	Medina Co Bd of MRDD Res. Svcs. Phyllis Sveda	1	3300	General Fund
			3315	Donated Fund
			2855	Capital Fund
			2856	Sales Tax Fund
Home Depot	Medina Co Bd of MRDD Res. Svcs. Gary Hales	1	3300	General Fund
			3315	Donated Fund
			2855	Capital Fund
			2856	Sales Tax Fund
Home Depot	Medina Co Bd of MRDD Res. Svcs. Paula Majoros	1	3300	General Fund
			3315	Donated Fund
Wal-Mart	Medina County Achievement	6	3300	General Fund
			3315	Donated Fund
			2855	Capital Fund

There was no discussion. The Motion was approved with a unanimous "yes" vote.

10. Policy Review and Approval (Action)

A Motion was made by Ms. Thomas Fain, seconded by Ms. Orlandi, to approve the following updated policies: 3.2.5 Business Operations-Agency Credit Cards and 3.2.6 Business Operations-Agency Procurement Cards. Mr. Hartman stated that he felt the policy seemed cumbersome to only temporarily increase amounts. Ms. Bates stated that the policy was written to meet current rule and to allow for accountability. The Motion was approved with a unanimous “yes” vote.

H. Reports Review

- Superintendent’s Report – The following was discussed:
 - NEON will be providing additional nursing services.
 - The new DODD Director is Jeff Davis, former Executive Director of OPRA. OACB is very positive regarding his appointment.
 - Approximately \$20,000.00 in donations was received from the Turkey Bowl.
 - A \$20,000.00 grant was received for Assistive Technology.
 - We have welcomed four new SSAs and one new Investigative Agent.
 - Ms. Orlandi asked what the MCBDD was doing to help with the caregiver shortage. Ms. Kolarovsky reported that the problem is statewide. The MCBDD is looking into ways to save providers money with training, background checks, etc. to allow them to offer higher wages. The MCBDD also continues to try to recruit new providers to the county.
 - Mr. Carroll asked if we are working with LEAs in regard to the transition age students with challenging behaviors. Ms. Kolarovsky stated that referrals can come from the LEA, Juvenile Court, JFS, etc. to ICAT (Inter-Systems Collaborative Assessment Team); however, there is not a large pool of providers for this group.
- Financial Report - Ms. Bates reviewed the Financial Reports. The following was discussed:
 - Revenue:
 - Overall, we received 107.51% of expected receipts.
 - Two donations totaling \$150.00 were received for the Memorial Grove for Jay Mitzel.
 - Mr. Hartman asked if we expected the Medicaid Settlement payment. Ms. Bates stated that we were not expecting it in 2018.
 - Ms. Albrecht asked how often we receive sales tax revenue. Ms. Bates stated that we receive this quarterly.
 - Expenditures:
 - Overall expenses are at 90.38% of budget. 2.4 million is unspent; half of that is match payment.
 - December was a two-pay month.
 - An error made by the Auditor’s Office in the amount of \$620.25 was found after the books were closed for the year. We will note the error on our end.
 - Cash Flow Report – No comments.
 - Cash Balance Report – No comments.
- Voucher Reports – The Voucher Report was reviewed. The following was addressed:
 - Pg. 2 – First Aid/CPR certification cost is for MCBDD employees (Adult Services). Matt Sweeney is a trainer. The cost is for supplies.
 - Page 4 – Journal subscription is for the Maintenance Department to use for woodworking tasks such as making jigs for individuals on the Work Center floor. Ms. Albrecht stated

that this information is available for free on websites. Ms. Majoros will look into the subscription.

➤ Pg. 13 – Legal services was for employee relations (contract review).

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison to approve Resolution #01-19 to accept the Financial Reports for December, 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 – There were no questions on the Provider Report.
- Personnel Control Report – The Personnel Control Report was reviewed.
 - Some vacancies may not be filled. This will be carefully reviewed with the ERIP and transition out of service provision.
- Quarterly Reports
 - Ombudsman – There were a lot of referrals for school support due to it being IEP season. IT was requested that parents be reminded of the upcoming ISP training in March. The number of calls to the Ombudsman is increasing.
 - Community Employment – Very few government agencies are hiring individuals with disabilities. The Board feels that the MCBDD should be an example to other employers and consider hiring more individuals with disabilities.
 - Operating Contracts – There were no questions from the Board.
 - Technology – There were no questions from the Board.

I. Public Relations

The following was shared with the Board:

- In December, we hosted the Leadership Medina County Human Services Day.
- A Red Cross Blood Drive was held on January 8. Twenty three pints of blood, enough to help about 70 people, were donated.
- The MCBDD hosted two Meet and Greet events with the new Superintendent. They were both well attended.
- The Superintendent and Assistant Superintendent conducted a radio interview with Wadsworth Radio on January 23.
- There was coverage in all local media about the following: Build a Bear with Judge Dunn, the Ohio School Plan award, and the new Superintendent.

Upcoming Events include the following:

- Wadsworth Chamber Non-Profit Showcase on January 30.

J. Open Forum

Barb Drager

Ms. Drager discussed the emotional needs of people with disabilities. She stated that she was not aware of the services provided by Cornerstone at the MCAC. She was contacted by an MBCDD staff regarding reference material to assist in dealing with the emotional needs of people with disabilities when dealing with grief. Ms. Drager stated that she feels the SSAs should make parents aware of this service.

Sally Albrecht

Ms. Albrecht suggested that the MCBDD offer training regarding dealing with the emotional needs of people with disabilities.

Wayne Carroll

Mr. Carroll stated there has been a state initiative to partner with other state agencies in regard to this topic. Mr. Hartman recommended information be added to the newsletter.

IV. Adjournment

A Motion was made by Ms. Thomas Fain, seconded by Ms. Matthey, to adjourn the meeting at 8:20 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