

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Special Board Meeting Minutes**  
**June 11, 2018**

**I. Call to Order**

The MCBDD Special Board Meeting was called to order by the Board President, Mr. Carroll, at 5:15 p.m. Other Board Members present included the following: Ms. Orlandi, Ms. Morrison, Mr. Hartman, and Ms. Albrecht (arrived at 5:30pm). Ms. Matthey was excused. Ms. Thomas Fain was absent.

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

Others present included the following: Tom Speaks and Deb Beckley from the Impact Group and Fran Koenig, parent.

**II. Executive Session**

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, 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 5:16 p.m. The Board exited Executive Session at 6:10 p.m. General Session began at 6:12 p.m.

**III. General Session**

- A. Pledge of Allegiance**
- B. Mission Statement Affirmation**
- C. Strategic Plan Draft Discussion**

Superintendent Jon Bluebond introduced Tom Speaks from the Impact Group. Mr. Speaks reviewed the process regarding how the Strategic Plan/Three-Year Operating Plan was drafted including data collection from the focus groups.

Mr. Hartman expressed concern regarding the vision statement. He stated that the vision needs to be clearer in regard to how the agency will look in 2020. Ms. Albrecht stated the vision statement should be more concrete. Mr. Carroll would like more concrete ideas on how the building will be used. This is addressed in a target area later in the plan. Mr. Bluebond suggested the Board review the goals and then decide if the vision statement needs to be revised.

The following was discussed as the draft plan was reviewed: (see Attachment A)

Goal 1: The Board was in agreement with the Goal statement.

Target Area 1: Request was made to add specific timeline. With the timeline added, the MBCDD would not be able to be provider of last resort after that date but would be responsible for assisting to find another provider. The county board will continue to create options for individuals. It is important that our messaging focus on services that we are providing rather than services that we are no longer able to provide.

Target Area 2: Wording change.

Target Area 3: A discussion was held regarding safety for individuals. Wording was changed to reflect this.

Target Area 4: Focus groups indicated that EI was an area of concern and therefore addressed separately. This Target Area and the steps will be moved to Goal 4 – Communication: Internal/External.

Target Area 5: Mr. Bluebond reviewed the process for identifying and determining need.

Goal 2: The Board was in agreement with the Goal statement.

Target Area 1: Families have been asking for a date throughout this entire process. A sentence was added that states the transition of adult day services to private providers will be complete on or before December 31, 2020.

Target Area 2: It was recommended that that “as soon as possible” be added to the end of this target area. This was not discussed by Board Members and was not added.

Target Area 3: This would include more hours, better pay, etc.

Target Area 4: The Board was in agreement with this target area.

Target Area 5: Focus groups indicated that families do not know where to start when needing information. The new website would be part of this target area but a central information portal is not limited to only a website. This is in our current 2018 Operating Plan.

Goal 3: The Board was in agreement with the Goal statement. The Governor stated that Ohio will be a technology first state. A committee has been formed and must make recommendations. Should this be mentioned in the target areas?

Target Area 1: We are not committing to training providers ourselves, but to finding training resources.

Target Area 2: Add a second bullet regarding supportive technology.

Target Area 3: The Board was in agreement with this target area.

Goal 4: The Board was in agreement with the Goal statement.

Target Area 1: Add by December 31, 2020 to the end of the sentence.

Target Area 2: The Board was in agreement with this target area.

Target Area 3: The Board was in agreement with this target area.

Target Area 4: The Board was in agreement to remove this target area. They felt it is something that happens anyway and does not need to be part of the Strategic Plan.

Target Area 5: The Board was in agreement with this target area.

Target Area 6: The Board was in agreement with this target area.

Target Area 7: Although some of the Board felt this target area was not necessary, it was identified as a need for the agency and will remain in the plan.

Goal 5: The Board was in agreement with the Goal statement.

Target Area 1: The Board was in agreement with this target area.

Target Area 2: The Board was in agreement with this target area.

Target Area 3: The Board was in agreement with this target area. This target area is addressed in the action steps.

Goal 6: The Board was in agreement with the Goal statement.

Target Area 1: The Board was in agreement with the Goal statement.

Target Area 2: The Board was in agreement with the Goal statement.

Target Area 3: This target area is to have a better idea of how we are providing services. A recent survey indicated that approximately 50% of the community does not realize that Windfall School is associated with the county board. A more specific vision statement for Children's Services will be brought back to the Board.

Goal 7: The Board was in agreement with the Goal statement.

Target Area 1: The purpose of this target area is to assist in finding resources for staff in regard to future employment whether internal or external. The Board questioned whether this should be a target area. Mr. Speaks asked the Board if it is important to them to assist staff in this area. How much effort does the Board want to put into this? The target area will remain, but the sub-bullet points will be removed.

Target Area 2: The Board was in agreement with this target area.

Target Area 3: The Board was in agreement with this target area.

Goal 8: The Board was in agreement with the Goal statement.

Target Area 1: The staff will present the information to the Board on a quarterly basis.

Target Area 2: The Board was in agreement with this target area.

Target Area 3: The Board was in agreement with this target area.

At the June 25 Board Meeting, the Board will vote on the Strategic Plan/Three-Year Operating Plan. The Action Plan, which contains the steps, will be a separate plan and will also need Board approval; scheduled for the July Board Meeting. The Board requested that dates be added to the bottom of the plans for clarification purposes. The Action Plan will be added to the June Board Meeting Agenda to address questions/concerns from the Board.

An updated timeline that includes final transition dates for both ADS and Transportation will be sent to the Board by Friday, June 15. In addition, the Board will receive the revised Strategic Plan/Three-Year Operating Plan and Action Plan based on tonight's meeting.

#### **IV. Adjournment**

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to adjourn the meeting at 8:08 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

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Regular Board Meeting Minutes**  
**June 25, 2018**

**I. Call to Order**

The MCBDD Board Meeting was called to order by the Board President, Mr. Carroll, at 5:39 p.m. Other Board Members present included the following: Ms. Orlandi, Ms. Morrison, Mr. Hartman, Ms. Albrecht, Ms. Thomas Fain, and Ms. Matthey.

Staff present included the following: Mr. Bluebond, Ms. Finnerty, Ms. Lees, Ms. Hetkey, Ms. Majoros, Ms. Davis, Ms. Hunt, Ms. Hollifield, Mr. Dryer, Ms. Bohner, Ms. Fortney, Ms. Keys, and Ms. Wilbraham.

Others present included the following: Family members, Barb Drager, Charlene Caitlin, Debby Caitlin, Fran Koenig, Donna Moran, and Patty Manning; Jim Brown from Windfall Industries; and Melanie Kasten-Kraus and Deborah Haumesser from SHC.

**II. Executive Session**

A Motion was made by Ms. Albrecht, 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.

The Motion passed with a unanimous "yes" vote. The Board entered into Executive Session at 5:40 p.m. The Board exited Executive Session at 6:00pm. General Session began at 6:05 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, May 21, 2018

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to approve the Minutes from the Regular Board Meeting on May 21, 2018. There was no discussion. Ms. Thomas Fain abstained. All others voted "Yes". The Motion was approved.

- 2. Approval of the Minutes from the Special Board Meeting, June 11, 2018

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to approve the Minutes from the Special Board Meeting on June 11, 2018. There was no discussion. The Motion passed with a unanimous "yes" vote.

- D. Old Business – There was no Old Business.

## **E. Follow Up**

### **1. Redacting names from the Voucher Report**

In checking with the Medina County Assistant Prosecutor, we have found that we are able to redact consumer/family member names from our Voucher Report when including it as part of the Board Packet. The information is still public record, but since we are not responding to a public records request, we can redact this information. We will start this with the July Board Packet.

### **2. Use of Achievement Center building**

A Board Member had requested an update on this topic at a prior meeting. This has been discussed in the Facilities Committee meetings. One possible use is by providers if requested as part of the Call for Solutions process. We will also look at whether or not we have space to bring SSA back to this building once the Montville office lease is done.

## **F. New Business**

### **1. Appropriation Transfer Resolution #15-18 (ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to authorize the Medina County Auditor to make the following appropriation transfers to 3300-7700-0015 Salary – Department Head from the following accounts: \$ 136,143.00 from 3300-7700-0035 Salary – Admin. The 2018 Budget Appropriation for 3300-7700-0015 Salary – Department Head will increase from \$126,620.00 to \$262,763.00 for the purpose of adjusting appropriations from Salary – Admin to Salary – Department Head due to the overlapping Superintendent positions. There was no discussion. The Motion was approved with a unanimous “yes” vote.

### **2. Appropriation Transfer Resolution (Correction) #16-18 (ACTION)**

A Motion was made by Ms. Orlandi, seconded by Ms. Thomas Fain, to authorize the Medina County Auditor to make the following appropriation transfers to 3300-7700-0080 PERS from the following accounts:

\$ 266,474.00 from 3300-7703-0030 Salary – Adult Services

\$ 119,115.00 from 3300-7702-0030 Salary - Transportation

\$ 95,410.00 from 3300-7701-0030 Salary - Instructors

~~\$ 82,102.00 from 3300-7700-0015 Salary – Department Head~~ This item was not intended to be included in the original resolution.

\$ 45,115.00 from 3300-7703-0035 Salary – Admin Adult Services

The 2018 Budget Appropriation for 3300-7700-0080 PERS will increase from \$1,255,880.00 to ~~\$1,864,096.00~~ \$1,781,994.00 for the purpose of adjusting appropriations for the PERS and salary accounts due to the Early Retirement Incentive Program (ERIP). The amount transferred is coming from budgeted salary savings for those that have already taken the ERIP and from those positions that have been eliminated. This resolution is a correction to Resolution #12-18 that was approved at the May Board Meeting. This resolution is needed due to the ERIP (Early Retirement Incentive Program). The Director of HR is very closely monitoring all positions. The cost of the ERIP is projected to be re-gained in two years. The Motion was approved with a unanimous “yes” vote.

**3. 2018 Windfall Industries Contract Amendment Resolution #17-18  
(ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to authorize the Superintendent to amend the contract with Windfall Industries to increase the following services: Locally Funded Non-Medical Transportation and Locally Funded Adult Day Services. The contract will remain effective from January 1, 2018, through December 31, 2018, for an amount not to exceed \$84,000.00. Windfall Industries has continued to increase the number of individuals for whom they are providing locally funded Non-Medical Transportation and Adult Day services. This amendment increases the contract with Windfall Industries from \$50,000.00 to \$84,000.00. This amendment to the contract amount is needed due to additional needs with the AI Root transition. There was concern regarding the cost of the increase. The Superintendent reviewed typical annual costs for transportation and day services. The Motion was approved with a unanimous "yes" vote.

**4. 2018-2020 Strategic Plan Resolution #18-18 (ACTION)**

A Motion was made by Ms. Thomas Fain, seconded by Ms. Matthey, to approve the 2018-2020 Strategic Plan as presented. The Medina County Board of Developmental Disabilities is required to develop and adopt by resolution a strategic plan that meets the requirements of section 5123:2-1-02(C) of the Ohio Administrative Code, including the county board's mission and vision and addressing the county board's strategy for:

(a) Promoting Self-Advocacy for individuals served by the county board;  
(b) Ensuring that individuals receive services in the most integrated setting appropriate to their needs;

(c) Reducing the number of individuals in the county waiting for services;

(d) Increasing the number of individuals of working-age engaged in community employment;

(e) Taking measures to recruit sufficient providers of services to meet the needs of individuals receiving services in the county. Mr. Hartman stated that while he is not fully in agreement with the entire document, he understands that the agency needs to move forward and therefore will vote yes for the plan. Ms. Albrecht stated that she feels there still is not a concrete statement regarding what the agency will look like in 2-3 years. Ms. Hetkey combined both suggestions from management team and the strategic plan into two word clouds to come up with a statement that encompassed all that the MCBDD does. It reads as follows once the word "young" was removed before "children", per Mr. Carrol's request:

*The County Board is the community resource responsible for connecting, coordinating and funding services for individuals of all ages with developmental disabilities. We help with everything from early intervention and education opportunities for children to employment and community inclusive living for adults.*

The Board requested that this statement be emailed to them. The Motion was approved with a unanimous "yes" vote.

**G. Discussion Items**

**1. Action Plan**

Ms. Finnerty stated that Management Team still needs to clean up some of the language and work to combine this plan with the current 2018 Operating Plan. Ms. Albrecht stated that she feels the steps consist of mostly evaluation and that more information is needed. The Superintendent stated that we can talk more about the Action Plan during the July Board

Meeting. Mr. Carroll stated that Management Team needs to pay attention to the due dates as not to put too many things due at the same time. A discussion was held regarding HR and SSA Directors working closely in regard to Goal 7. Questions and concerns should be emailed to the Superintendent prior to the July meeting so they can be properly addressed.

## **2. Timeline to Transition Services**

The timeline includes day services and transportation for adults. The Superintendent reviewed the information on the timeline. Ms. Hetkey will email the Transition Timeline to the Board. Per the approved Strategic Plan, the timeline will be shared with the community by the end of July, 2018.

## **3. Call for Solutions Update**

Currently, we have received one proposal for transportation. After discussions with providers, we anticipate two more proposals for day services by the due date. The Committee has developed some objectives to use when reviewing the proposals. Once all proposals are received, the Board Members who requested to participate on the Committee will be sent the proposals. The proposals will be reviewed and follow-up with providers submitting the proposals will occur.

## **H. Reports Review**

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

- Willie Jones from the OACB presented at the NEON Meeting regarding Abuse, Awareness and Prevention. County Boards of DD do not have policies in place for this. Mr. Jones is willing to assist county boards that would like to draft and implement a policy. This will be put on the next agenda as a follow-up item.
- On October 17, the MCBDD will be a sponsor for the First Responders Training.
- At the SEC Meeting, there was a presentation regarding Special Olympics and how they are changing. We will keep the Board up to date on any changes in the future. Mr. Carroll requested that the two Superintendents' Meeting be re-labeled in the Superintendent's Report to better distinguish between the two.
- Eighteen names were submitted for Level One Waivers and one for a SELF Waiver for the 3<sup>rd</sup> and 4<sup>th</sup> quarters, per DODD instruction.
- A risk assessment was done by our insurance company with only minor recommendations; IT security was emphasized.
- Accreditation is August 15 and 16. There will be seven reviewers. They will talk to individuals, staff, parents, etc. We will ask NEON to come in prior to Accreditation as they are aware of what other county boards have been through in regard to Accreditation. One possible area of concern is the signage on our agency vans.
- A group of management staff and Ms. Albrecht met with I am Boundless/Franklin Management Resource regarding possible services in Medina County.
- Mr. Dryer reviewed the OOD review for community employment. Mr. Dryer reviewed the OOD process, as well as the MCBDD's follow along services.
- After the Waiting List Rule is finalized, the county board will provide information and training for the Board, as well as the community.



- Medina County Transit is still working to become a Medicaid provider; however, having a waiver is not required to receive the reduced rates. An assessment process will be used to determine eligibility for the reduced fares. The Transportation Consortium is still working toward the Gohio app in order to increase transportation options for people with disabilities.
- **Financial Reports** – The following was discussed:
- Revenue:
  - A first half payment of \$1,060,430 was received for the Rollback/Homestead Tax.
  - Donations were received for Shred Day (\$909.00) and BoxTops for Education (\$61.60).
  - Three payments were received for ODE subsidy.
  - A special real estate reimbursement settlement for \$333,432.00 was received.
  - An incentive payment for the lighting project in the amount of \$4,468.86 was received.
  - A Help Me Grow funding refund for \$35,295.43 was received.
  - Overall, we are at 56.12% for revenue for the year.
- Expenditures:
  - Two ERIPs were paid out in May for \$267,327.00.
  - Two month's worth of utilities were paid.
  - Overall we are at 41.2% for expenses for the year.
- Cash Balance, Cost per Individual, and Monthly Cash Flow Reports: No comments or questions.

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

- Ms. Matthey asked if one person submits requests for Hygiene/Medical Supplies. The Superintendent stated that each department is responsible for their own supplies, however, if the Business Clerk is able to find a better price, such as from Amazon, the vendor may be changed.
- Mr. Carroll asked why the local fire department does not do our fire inspections. Mr. Majoros stated that they will not complete the inspection due to the complexity of the building.
- 17 adult campership applications were received and all were awarded camperships. The number of children's camperships was not available.

A Motion was made by Ms. Matthey, seconded by Mr. Hartman, to approve Resolution #14-18 to accept the Financial Reports for May, 2018. There was no discussion. The Motion passed with a unanimous "yes" vote.

**MCBDD Enrollee Statistics Report**

- There were no questions regarding the Enrollee Statistics Report.

**Provider Report**

- The Superintendent stated that the increase in number of people served by WI is due to the AI Root transition.
- Mr. Hartman referenced the totals from Jan 2018 to May 2018 that have increased by 35. He asked if the counts were accurate. Mr. Bluebond stated that the count is duplicated among providers. The report was designed to see changes in providers; therefore, the grand total is not an actual grand total.

### **Personnel Control Report**

- There were no questions regarding the Personnel Control Report.

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

- Superintendent's Search Committee: Ms. Albrecht reviewed the minutes from the meeting on June 14. Randy Beach from the OACB will assist in recruitment of candidates. The position will be posted the last week of June and closed the last week of July. Approximately three to four weeks after that, the Committee will set up times for structured interviews with questions provided by the OACB.
- Levy Committee: Ms. Albrecht reviewed the minutes from the meeting on May 23. Discussion included a summary of the 2010 campaign, coordinating a meeting with all provider agencies, the 2018 county survey, and renewal vs. increase.
- Windfall Wellness Committee: This report was given to the Board. There were no questions or comments.

### **I. Public Relations**

The following information was shared with the Board:

- The Ice Cream Social is Thursday, June 28, from 6:30-8:30pm. Volunteers should report to the volunteer sign in table to get assignments.
- Ms. Hetkey met with Mandi Meritt from the Ohio Treasurer's Office regarding promotion of the STABLE Account. The goal is to create local connections in all 88 counties.
- The Wadsworth Radio segment focused on Special Olympics' volunteer needs and the Medina County Invitational.
- The MCBDD has reached 1,000 followers on Facebook.
- Awareness campaigns are being developed for Early Intervention. There will be traditional print and web page views on local media.

### **J. Open Forum**

Barbara Drager:

Ms. Drager had concerns regarding Tom Speaks from the Impact Group and the information he presented at two of the Board Meetings regarding the Strategic Plan. She does not feel he shared some of the issues that parents expressed concern about including the lack of communication by the Board and use of the Achievement Center building. Ms. Drager asked if the agency name has to be taken off of MCBDD vans does that same rule apply to Special Olympics vans? She stated that she has not heard any negative feedback regarding signage with the county board's name on it.

Fran Koenig:

Ms. Koenig shared a concern regarding a medication error with her daughter since the AI Root transition, but also stated that there have been no problems with transportation. She stated that she feels the individuals are not being watched as well as they should and that the safety of the individuals is what it is all about. She stated that she didn't receive the notification about the temporary closing of the AI Root site.

Donna Moran:

Ms. Moran stated that she has not received communication regarding when AI Root will be starting up again.

Debbie Caitlin:

Ms. Caitlin stated that with the push to get individuals integrated into the community, what is wrong with them riding in vehicles with the county board's name on it? She stated that this is part of their identity.

**IV. Adjournment**

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