

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

**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: Dave Hartman, Elaine Orlandi, Sandra Thomas Fain, Lisa Morrison, and Sally Albrecht. Christy Matthey's absence was excused.

Staff present included the following: Ms. Maleckar, Ms. Finnerty, Ms. Lees, Ms. Koty, Ms. Majoros, Ms. Davis, Ms. Kolarovsky, Ms. Hunt, Mr. Dryer, Ms. Bohner, Ms. Bates, Ms. C. Hartman, Ms. Friss, and Mr. Kovach.

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

**II. Executive Session**

A Motion was made by Ms. Thomas Fain, 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.

The Motion was approved with a unanimous "yes" vote. The Board entered into Executive Session at 5:36 p.m. Ms. Maleckar, Ms. Davis, and Ms. Swedyk were invited to stay for Executive Session. The Board exited Executive Session at 6:06 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, February 25, 2019

A Motion was made by Ms. Morrison, seconded by Ms. Thomas Fain, to approve the Minutes from the Regular Board Meeting on February 25, 2019. There was no discussion. The Motion was approved with a unanimous "yes" vote. Mr. Hartman abstained.

**D. Presentations**

1. Remote Support Grant – Connie Hartman

Ms. Hartman shared the following information with the Board:

- The MCBDD was awarded a \$20,000 Remote Support Grant to increase the use of remote support and train a technology expert.

- Ohio is a “Technology First” state; the grants support this mandate by harnessing the benefits of technology in remote monitoring.
- Remote monitoring is a way to promote independence among individuals with disabilities and mitigate the workforce crisis.
- The Smart Home is a product of grant funds. Tours are available for individuals, families, community groups, etc. Contact Ms. Hartman to set up a tour.
- Information about Remote Supports is shared through Social Media. We have done one session of Facebook live with over 1300 views.
- A family handbook on supportive technology is being developed.
- A survey is being developed to identify strengths and obstacles to Remote Supports.
- The goal is to have 10 individuals on Remote Supports by June 30.
- One option that could reduce emergency room visits for individuals is TeleHealth. It is a conversation between the ER doctor and the home/provider before a trip to the hospital is made.
- Special thanks were extended to Lisa Morrison, Board Member, for the data collection and report on how the Tech Connect Program benefits both the individuals with disabilities and the senior population. This is the first set of data for this topic.

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

**F. Follow Up**

**1. Nutrition/Cooking Class for Providers and Families**

Christy Matthey, Board Member, and Ms. Koenig, parent, have been working to coordinate a nutrition/cooking class for providers. The OSU Extension Office will be conducting the class. The cooking class will be offered at the MCBDD on 4/22 from 10:00 a.m. – 11:00 a.m. Public Relations will also be sending out information on this class via email. The Board thanked Ms. Koenig for taking the initiative to get this class set up.

Mr. Hartman stated that the ISP training last week was good in regard to the speakers and material; however, he felt the presentation quality was poor. Mr. Hartman stated that the presentation slides were not visible from the audience and feels the speaker should not be holding a mic while talking. How the audience will participate/interact also needs to be considered. Mr. Hartman stated that there should be an agenda listing each speaker and the topic of their session. Ms. Albrecht asked if the MCBDD has a trainer who would handle these things. Ms. Maleckar stated that we do have a training coordinator responsible for facilitating trainings; however, many times the trainings are conducted by speakers who are experts in their fields, not the training coordinator. Ms. Albrecht stated that the MCBDD needs to get better at this if we are going to be a resource center.

**2. Call for Solutions**

Ms. Finnerty stated the process is moving along well. Currently, 34 individuals have decided to attend Midwest’s day program at the MCBDD and eight individuals have decided to attend other providers, for various reasons. The transition date is scheduled for May 13. On 3/27, at 7:00 p.m., there will be an informational meeting with Midwest held at the MCAC.

Ms. Hunt and the nursing department are working with Midwest to determine nursing needs. The MCBDD nurses are onsite five days a week. Midwest utilizes their nursing services between 2-3 days a week. The MCBDD nurse will be available for consult or emergencies.

## **G. Discussion Items**

### **1. Levy Information**

Ms. Maleckar reviewed the three levy information documents:

- **Pathways:** demonstrates the path of an individual with a disability from EI through the aging process. She stated that Early Intervention and SSA caseloads are increasing. The document listed ongoing services, regardless of age, that include case management, Medicaid match funding, health and safety monitoring, FSS, family educational training, assistive technology, and community resource collaboration for expanded opportunities.
- **Expense vs. Revenue:** compares actual and projected expenses, revenue, and fund balance through 2030. Ms. Albrecht asked why there was a dip in expenses in 2018. Ms. Bates stated that it was due to Medicaid reconciliation and staff reductions from the ERIP. Ms. Orlandi asked how many new waivers were distributed in the last five years? Ms. Bates stated 81 and that some of those could be replacements. Ms. Orlandi asked Ms. Bates to give her the number of new waivers only. Ms. Bates will research and provide the information to Ms. Orlandi. Projected match costs include the following: new waivers, annual increases, and emergencies. The graph indicates Medicaid match will continue to rise.
- **Levy document:** shares facts regarding the upcoming levy. Ms. Albrecht noted that the voting day is incorrect on the flyer. It should be November 5, not November 4. Ms. Maleckar will talk to PR about correction. Mr. Carroll asked if we expect an increase in waivers for 2019 due to the new WL requirement. Ms. Bates stated that we will have to wait and see how the assessments go. Ms. Bates stated that we generally add three new Emergency IO Waivers each year.

## **H. New Business**

### **1. Appropriation Transfer Resolution #14-19 (ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to authorize the Medina County Auditor to make the following appropriation transfers: \$33,000.00 from 3300-7703-0036 Salaries – Professional Services to 3300-7700-0580 Contract Services for the purpose of transferring appropriations from the Nursing Director salary account to cover contract costs for nursing services. Mr. Hartman asked that the explanation, accounts, and amounts be read rather than the entire resolution. Ms. Albrecht asked if there will be any quality assurance of these nursing services. Ms. Hunt stated that we currently have three nursing contracts in place with SHC, ESC, and NEON covering nursing delegation, re-certification, oversight, and sub nurse provision. It was asked if the school RN nurse could do some of these duties. Ms. Hunt stated that the school nurse is not familiar with DODD requirements as the school is under ODE. Mr. Carroll asked if any providers have requested training from us. Ms. Hunt stated that so far, we have not been asked for training from providers. This is a service that NEON offers. Ms. Hunt stated that having these three contracts in place for 2019 will give us an opportunity to collect data regarding what services are needed. Mr. Hartman asked if the Medina Health Department would be able to offer any of these services. Ms. Hunt stated that while they do offer the services, the other agencies

were a better fit for our needs. Mr. Carroll would like an update/ report on this in six months. The Motion was approved with a unanimous “yes” vote.

## **2. Renewal Tax Levy Resolution #15-19 (ACTION)**

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to approve the Tax Levy Resolution as presented. Mr. Hartman requested that the words “mental retardation” be taken out. Ms. Bates stated that she would look into it. Mr. Carroll stated that Section 2, page 2, regarding community programs and services needs to be revised as well. Ms. Bates stated this was re-written in law; again, she will look into it. Ms. Orlandi stated that she visited the Auditor’s office and spoke with people to help her better understand millage and levies. Ms. Orlandi asked why only three new waivers are given each year if there is a total of 18 million received from taxpayers. Ms. Albrecht agreed and stated that the Board may need to re-look at how money is allocated. Ms. Albrecht stated that she wants the MCBDD to be client focused and give as many waivers as possible. Mr. Carroll stated that if the Board feels that the funds are not being used in the most effective way for individuals, how do we change that? Ms. Morrison asked Ms. Bates if she could schedule a time to explain the fund balance to the Board and why the amount is needed. Ms. Orlandi would like Ms. Maleckar and Ms. Bates to coordinate a meeting with Auditor Mike Kovack to come in and speak to the Board about the millage/levies and the fund balance. Mr. Carroll stated that we can have a special board meeting to do this. Ms. Maleckar stated that clarification is needed so all are on the same page and that the three waivers are in reference to emergency waivers; it is not the total number of waivers given in a year. The Board asked about the timeline for the levy resolution. Ms. Bates stated that the levy resolution must be to the Auditor’s Office by August. The Board agreed to move forward with the resolution. Ms. Maleckar and Ms. Bates will schedule a Special Board Meeting to discuss this issue. The Motion was approved with a unanimous “yes” vote.

## **3. Appropriation Increase Resolution #16-19 (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 by \$1500: Increase 3315-7700-0710 Rent-Equipment for the purpose of increasing the appropriation for the Donated Funds Rental Equipment account for the deposit and rental of the Medina Square for the annual Ice Cream Social. Due to the increase in attendance, Medina City is charging more for the deposit. The amount of the increase was not anticipated at budgeting time. This deposit is returned after the event. The actual rent is only \$100.00. This amount is a refundable deposit. The Motion was approved with a unanimous “yes” vote.

### **I. Reports Review**

- Superintendent’s Report – The following was discussed:
  - The Employer Resource Network (ERN) presented to Superintendents and select staff at the NEON Meeting. The organization focuses on barriers to employment retention. The presentation looked at the ERN model of a success coach. Lucas and Licking counties are using this, or a similar model. We have been in contact with both counties to review pros and cons.
  - Ms. Maleckar presented two items to the Board President: a thank you from Brunswick Schools for the Snack Shack partnership and the Commissioners’ Proclamation for DD Awareness Month.

- Ms. Maleckar reviewed the DODD Director's recommendation to increase DSP wages from \$11.75 per hour to \$12.38 per hour.
- An increase for the on-site/on-call DSP reimbursement rate to the current minimum wage has also been included in the bi-annual budget.
- March is also Brain Injury Awareness Month. An awareness event is being held on March 27, at Summa Rehab Hospital in Akron.
- The Special Olympics Unified Bowling Competition was held in Las Vegas. MCBDD participants did very well.
- The MCBDD kitchen was chosen as the site for a surprise evaluation of a Medina County Health Department reviewer. The MCBDD passed with flying colors.
- Mr. Carroll asked if we are where we should be with the waiting list assessments. Ms. Kolarovsky stated that we are right where we should be.
- Financial Report - Ms. Bates reviewed the Financial Reports. The following was discussed:
  - Expenditures:
    - There was \$199k worth of prior year expenses (2018) included in February.
    - February was a two-pay month.
    - Utilities included services for two months.
  - Revenue:
    - There were no donations received in February.
    - Two ODE subsidy payments were received.
  - 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. Questions were addressed regarding the following:
  - IAP (government contracting company): Used to coordinate capital improvement projects. Ms. Albrecht asked why our own Operations Department can't handle coordinating the projects. Ms. Majoros explained that finding vendors is difficult and IAP has a pool of qualified service providers. We only pay IAP 8%; the amount listed on the voucher is the total cost of the project.
  - The Post Newspaper cost: This is a bulk rate for the year.
  - Disability Cocoon: This is for assistive technology.
  - NEON MUI support: NEON is used for MUIs when MCBDD staff are involved.
  - Website Redesign: We are on target for the end of April.
  - Hylant: This is an insurance cost. Quotes are gained from multiple providers each year.
  - Ford vehicle: The cost for this was offset by trade-in values.

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to approve Resolution #13-19 to accept the Financial Reports for February, 2019. The Motion was approved with a unanimous "yes" vote.

- MCBDD Enrollee Statistics Report
  - Mr. Carroll asked why the total number of eligible individuals doesn't match other statistics on the document. Mr. Carroll was told that not all eligible adults and/or children are receiving services. It is strictly a number of those currently eligible for services.
- Community Provider Report

- Ms. Bates stated that the decrease in the count for individuals receiving services from January to February was due to individuals reducing the number of different providers providing their services.
- Ellis Michael (provider) did not renew their insurance and therefore are no longer providing services.
- Personnel Control Report – The Personnel Control Report was reviewed with no questions from the Board.
- Committee Reports
  - Levy Fundraising Committee
    - Invites will be going out.
    - Save the Date cards have been created.
    - Sponsorship opportunities are available.
    - Volunteers will be needed in many areas.
    - Food and entertainment were discussed.
    - Timelines were also discussed.
    - Ways to get fundraiser information out are needed.
    - The next meeting is Wednesday, April 17 at Spokes II.

#### **J. Public Relations**

The following was shared with the Board:

- March was DD Awareness Month. The Commissioners' gave a proclamation.
- April is Autism Awareness Month. We will be working with local media to raise awareness through articles and advertising.
- April is Volunteer Appreciation Month. We will recognize volunteers and their contributions.
- We are partnering with Medina County Workforce Development to be a sponsor of the upcoming employer expo. We will be encouraging local employers to consider hiring people with disabilities and job seekers to consider working in the DD field.
- Beginning in April (through December), we will have feature spots on Wadsworth Radio. We will feature a different agency area each month.
- Ms. Hetkey and Dr. Stanley-Bryson were on the Wadsworth Community Radio on March 15 to talk about EI services.

Upcoming Events include the following:

- Medina County Employer Expo on April 2.
- Brunswick University Center Job Fair on April 12.
- Northern Medina County Chamber Alliance Non-profit Showcase on April 17.

#### **K. Open Forum**

##### **Dave Clardy**

Mr. Clardy stated that volunteers are working very diligently on the levy campaign. He stated that we need to be very careful about the message we are sending to stakeholders regarding the need for the levy. He stated it is important to remember that we are walking into a new model and are not sure what needs will arise in the future.

##### **Barb Drager**

Ms. Drager discussed a recent incident regarding an injury her son received. She expressed

dissatisfaction with how the situation was handled; however, she was very pleased with how Sharon Yarnell was able to work with her son. The Board offered their apology to Ms. Drager. Ms. Albrecht stated she feels another investigation needs to be done regarding the incident. A brief discussion took place regarding cameras in program areas and why we are not able to use them.

**Fran Koenig**

Ms. Koenig extended thanks to Board Member Christy Matthey for working with her to get the nutrition/cooking class set up. Ms. Koenig stated that Feeding Medina County offers a food bank the third Thursday of each month and that individuals could benefit from this event. She feels that SSAs should assist individuals with this. Ms. Koenig asked about future plans for the kitchen/cafeteria. She also stated that any special items that a parent wants to add to the ISP need to be stressed by the SSA. She stated that technology is great, but is not being used, i.e. mics, cameras. She stated that there were no housekeeping issues discussed at the ISP training such as where restrooms are, etc. She also stated she couldn't hear the presentation.

**Colleen Swedyk**

Commissioner Swedyk stated that the Auditor puts out a weekly email to a large email grouping. This could be used to get levy fundraiser information out. Ms. Albrecht will look into it.

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, to go back into Executive Session for the following reason:

- A. To consider matters to be kept confidential by Federal Law or Regulations or State Statute.

No business will be conducted after Executive Session. The Motion was approved with a unanimous "yes" vote. The Board entered Executive Session at 8:17 p.m.

**IV. Adjournment**

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to adjourn the meeting at 8:47 p.m. The Motion was approved 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