

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Special Board Meeting Minutes
May 14, 2018

I. Call to Order

The MCBDD Board Meeting was called to order by the Board President, Mr. Carroll, at 5:37 p.m. Other Board Members present included the following: Ms. Orlandi, Ms. Morrison, Mr. Hartman, Ms. Albrecht, and Ms. Matthey (arrived at 5:38). Ms. Thomas Fain was excused.

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

Others present included the following: Parents, Barb Drager and Fran Koenig.

II. General Session

A. Pledge of Allegiance

B. Mission Statement Affirmation

C. Board Review and Discussion of 3-Year Strategic Plan Draft Goals

Superintendent Jon Bluebond introduced Tom Speaks from the Impact Group and stated that he would be reviewing the eight goals listed in the Strategic Plan draft. Mr. Speaks gave a brief overview of the multiple focus groups that were conducted in order to gain information needed to draft the Strategic Plan goals and objectives. The objectives and steps will be shared with the Board as part of the full plan draft to be distributed no later than Friday, May 18. Mr. Speaks read through each goal then went back to review each one with the Board. The following was discussed regarding each goal:

Goal 1: Board Stewardship

The Medina County Board of DD will assure the faithful stewardship of all programs, services, resources and funding through the oversight of this strategic plan's implementation.

This goal required the Board to state the associated objectives and steps.

Objective 1: Engage in quarterly reviews of this plan's progress.

Q: When would the progress data be reviewed?

A: How reporting is handled is the Board's decision.

Q: If a goal/objective is altered or removed, does the Board have to vote on the change?

A: Any large strategic items would be brought to the Board, but there are always some tactical issues that are not brought to the Board. The purpose of the quarterly report is for the Board to monitor progress regarding the objectives. If there is a problem or change, it would be noted on the quarterly report.

Objective 2: Publicize annually a Strategic Plan Progress Report.

Q: What type of communication would there be regarding this plan?

A: Per rule, the MCBDD would hold an Open Forum Meeting to accept public comment.

Objective 3: Board Members participate in trainings to enhance decision-making effectiveness: communications, leadership roles; stakeholder services, etc.

Q: What does this mean?

A: The sample indicated that some feel a disconnect with the Board and that there needs to be an improvement in customer service by the Board Members. The sample included parents/guardians.

Q: Are the comments referring to a time under prior agency leadership and Board Members?

A: Mr. Speaks was not able to offer an answer to this question as he did not have this information.

Comment: Mr. Hartman does not feel the current Board has issues in these areas.

Comment: Mr. Speaks stated he is willing to come back for another session to assist the Board in working through some of the issues that were raised.

The Board was in agreement with Goal 1.

Goal 2: Communication –Internal/External

The MCBDD is committed to fostering a communication system that creates trust and builds awareness, resulting in a professional, welcoming and open atmosphere/culture for individuals served, guardian, families, volunteers, community partners and staff.

The Board was in agreement with Goal 2.

Goal 3: Accountability – Fiscal and Other Resources

The MCBDD will demonstrate exceptional accountability in all operations and fiscal management.

The Board was in agreement with Goal 3.

Goal 4: Accountability – Program and Services Outcomes

The MCBDD will continually review and report on current services and their outcomes.

Comment: Mr. Hartman stated the wording isn't strong enough. He would like it to include the words quality, timeliness, and effectiveness.

The Board was in agreement with Goal 4 with the addition.

Goal 5: Individual Needs and Services

The MCBDD will strive to meet the needs of all individuals served.

Comment: Ms. Orlandi stated that this goal should also address those who the Board may serve in the future. She would like to add the statement "and to identify those that may be served."

Comment: Mr. Bluebond stated that the MCBDD does work with the school and EI regarding outreach.

The Board was in agreement with adding the above statement to Goal 5.

Goal 6: Staff Development and Skill Sustainability

The MCBDD is dedicated to providing opportunities to equip staff with skills to effectively fulfill the Board's mission and to prepare them for future vocational opportunities.

Q: Are these future vocational opportunities inside or outside of the MCBDD? Per ORC, is the MCBDD permitted to use agency funds and resources to assist staff in finding other employment outside of the MCBDD?

A: The MCBDD is committed to assisting staff to the best of its ability in both areas. There are many agencies that will come in free of charge and work with staff on resume writing, interviewing skills, etc. In addition, the agency would like to offer training opportunities for the jobs of the future within the agency.

Q: Why is it a goal of the Board to prepare staff for outside employment?

A: There are many staff that would make excellent aides at other provider agencies. Having these experienced staff move to other provider agencies will directly benefit those we serve. In addition, having current, experienced staff train for new positions within the agency is also a direct benefit.

Comment: Ms. Davis stated that assisting the staff with employment, whether transitioning internally or assisting with skills to gain employment externally, has human value, public relations value, and fiscal value (the agency is self-insured for unemployment.)

Comment: Ms. Matthey stated that the Board needs to show that they are mindful of internal opportunities for staff.

The Board was in agreement with Goal 6.

Goal 7: Provider Development, Enhancement and Support

The MCBDD will Develop, Support, and Assist providers to promote choices and provide quality services for all eligible individuals.

After discussion regarding wording, the re-write is "The MCBDD will support and assist providers in developing and promoting choices and provide a variety of quality services for all eligible individuals."

The Board was in agreement with the new wording of Goal 7.

Goal 8: New Service Development With a Focus on Community Inclusion

The MCBDD will comply with all state and federal mandates to provide services to assure individuals reach their full potential as members of their community.

Q: Are we pushing people into the community?

A: Per rule, community inclusion must be in the plan. Person Centered Planning also has to be a focus when constructing the Strategic Plan.

After discussion regarding wording, the re-write is "The MCBDD will comply with all state and federal mandates to assist and guide eligible individuals to reach their full potential as members of their desired setting within our community."

The Board was in agreement with the new wording of Goal 8.

The Superintendent distributed a timeline for this 3-Year Strategic Plan that also included accomplishments that have been completed since 2016 in regard to the agency transition. This timeline was a key component of all focus groups. The Board can use this timeline when reviewing the entire plan draft.

The Superintendent stated that there will be a Guardianship training facilitated by Judge Dunn on Wednesday, May 16, at 6 p.m. in Board Rooms 1 and 2 at the MCAC.

III. Adjournment

A Motion was made by Ms. Albrecht, seconded by Ms. Matthey, to adjourn the meeting at 7:00 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
May 21, 2018

I. Call to Order

The MCBDD Board Meeting was called to order by the Board President, Mr. Carroll, at 5:37 p.m. Other Board Members present included the following: Ms. Orlandi, Ms. Morrison, Mr. Hartman, Ms. Albrecht, and Ms. Matthey. Ms. Thomas Fain's absence was excused.

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

Others present included the following: Charlotte Carroll; Steve, Linda, and Brenna Sherman (Donor Scholarship Recipient); 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. Matthey, 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 5:38 p.m. General Session began at 6:10 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, April 23, 2018

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to approve the Minutes from the Regular Board Meeting on April 23, 2018. Ms. Albrecht abstained. All others voted "Yes". The Motion was approved.

- 2. Approval of the Minutes from the Special Board Meeting, May 14, 2018

A Motion was made by Ms. Orlandi, seconded by Mr. Hartman, to approve the Minutes from the Special Board Meeting on May 14, 2018. The Motion passed with a unanimous "yes" vote.

D. Presentations

Donor Scholarship:

This year's Donor Scholarship recipient is Brenna Sherman; a senior at Medina High School who has already spent time learning and giving to the field of developmental disabilities. She is involved in an organization called Young Life which features an outreach program called Capernaum and is specifically geared to providing opportunities for young people with intellectual and developmental disabilities. Brenna has also been involved in the Young Life Capernaum Prom since she was a freshman in high school and has volunteered at Young Life day camps and other events and social gatherings. She is a member of the Medina High School tennis and volleyball teams, which gave her the opportunity to play in the Junior Olympics. She is a member of the American Sign Language Club at Medina High School and has used her skills to help customers with hearing challenges as part of her job as a hostess at a local restaurant. She is also involved in other outreach opportunities through her church that allow her to help local senior citizens and families. In the fall, Brenna plans to attend Bowling Green State University where she hopes to complete a degree in Special Education with a minor in Sign Language. She would like to one day become a teacher with an interest in helping children in third world countries. The MCBDD extends congratulations to Brenna on this honor.

The Continuing Education Scholarship recipient is Taylor Rininger. Taylor and her family were out of town and not able to attend the meeting. She recently completed her third year at Xavier University where she is working towards a degree in occupational therapy and a minor in deaf studies. She is part of the University's Scholars Program, which requires her to take an additional five honors classes a year along with her typical course load. She hopes to one day work as an occupational therapist in a private practice so that she is able to more closely impact the lives of children who have developmental disabilities. Taylor has job shadowed several occupational therapists through Kaleidoscope Therapies and the Crystal Clinic where she was able to observe the role of therapists in working directly with patients. In addition to these opportunities, she is employed in the University's Office of Disability Services where she helps students with disabilities use adaptive technology to take tests. She is also a Student Academic Success Coach who helps students with disabilities with their study, organization, planning, and time management skills. Taylor spent her spring break on a service trip to Mobile, Alabama, where she worked in a community for adults with cognitive disabilities. Taylor has volunteered with Autism Speaks and Community Action Day where she was able to help raise awareness and funds for these programs as well as participate in hands-on activities to help individuals with disabilities. The MCBDD extends congratulations to Taylor on this honor.

Call For Solutions:

Ms. Finnerty presented on the Call for Solutions process. The following was presented:

- The mandated changes by CMS in regard to Conflict Free Case Management;
- Transitions that have already been completed;
- Benchmark dates for decreasing the amount of individuals served in Adult Services and Transportation;
- Proposal expectations that are based upon individual need and that include quality services;
- The process used by the Committee for responses and decision making;

- Communication to individuals, families, and guardians;
- The Free Choice of Provider option;
- What service areas have been identified to be phased out;
- Staff reassignment after the transition for Adult Services and Transportation;
- The timelines for the Call for Solutions; and
- Evaluation of the Call for Solutions process.

Ms. Finnerty stated that when the Committee is ready to review submitted provider proposals, a Board Member is welcome to join the Committee. Ms. Orlandi and Ms. Morrison both stated their interest. Mr. Carroll asked that when the time comes, Ms. Finnerty notify the Board in case there is another who would like to participate. No more than three Board Members can sit on this Committee due to Sunshine Law regulation. Mr. Carroll requested that training be provided to parents on the ISP process so that they are aware of what questions to ask during meetings in regard to individuals transitioning to new providers. Ms. Finnerty stated that one of the Open Forum meetings may be a good place to provide this information to parents, guardians, and families.

E. Old Business – There was no Old Business.

F. Follow Up

1. Waiver Wait List Impact on Local Funds

The Waiver Wait List Rule has passed and goes into effect on September 1, 2018. We will be sending out information in June, followed by training in July. Providers will be trained in August and September. Another follow up will occur approximately six months after that to address additional questions.

2. Tax Exemption for Property Tax for non-profit Housing Corporations

A description of the tax exemption for property tax for non-profit housing corporations was distributed to the Board. Joe Khadige, SSA Manager, has been meeting with providers and will give a housing plan presentation for the Board; date TBD. The Ohio Housing Finance Agency (OHFA) has a plan for housing and wants to work with Medina County. This will also address questions regarding the Housing Objective in the Operating Plan.

3. MUI Reporting

A presentation will given to the Board with the new rule revisions. In regard to the question from last month's Board Meeting regarding how the county board would handle a report of bullying in the public school, Ms. Wilbraham stated that if abuse is reported we are obligated to follow up. If the individual is in the school system, Children's Services would be notified. Other available resources include Disability Rights Ohio (DRO) and/or the Ombudsman if the incident does not meet the MUI criteria.

4. IEP Training

Dr. Kaye Stanley-Bryson is working with Rachel Krause from State Support Team Region 8 and the Medina County ESC to provide an IEP Training in Medina County. The training would be a series and cover multiple parts. The training is being planned to begin this fall.

5. Ms. Orlandi asked if the article she requested several months ago regarding housing for people with disabilities was ever put in the staff newsletter and sent out. Ms. Hetkey stated that it went out several months ago and there was a good response. Ms. Orlandi indicated she had hoped it would be distributed multiple times.

G. New Business

1. Appropriation Transfer Resolution #11-18 (ACTION)

A Motion was made by Ms. Albrecht, seconded by Ms. Matthey, to authorize the Medina County Auditor to make the following appropriation transfers (\$13,107.00) from 3300-7700-0981 Reserve to the following accounts:

\$ 4,817.00 to 3300-7700-0100 Supplies

\$ 8,290.00 to 3300-7700-0540 Advertising & Printing

The 2018 Budget Appropriation will increase for the following accounts:

3300-7700-0100 from \$ 155,775.00 to \$ 160,592.00

3300-7700-0540 from \$ 32,250.00 to \$ 40,540.00

For the purpose of increasing the Appropriation for Supplies and Advertising & Printing for funding associated for the Early Intervention (EI) Outreach program. Amount was not previously known during the budgeting process and is grant money designated for outreach.

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

2. Appropriation Transfer Resolution #12-18 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Albrecht, 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

\$ 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.

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.

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

H. Discussion Items

1. Strategic Planning

The full Strategic Plan draft was emailed to the Board last week. A Special Board Meeting is scheduled for Monday, June 11, at 5:30 p.m. to discuss the draft.

2. Center for Marketing and Opinion Research (CMOR) Report

The full report was emailed to the Board after the April Board Meeting. Ms. Hetkey stated that we saw a flip in messaging, but no high level surprises; however, radio came into the mix for the first time.

I. Reports Review

Superintendent's Report – The following was discussed:

- The Dept. of Health awarded Central Intake for EI to Bright Beginnings. They will be responsible for intake and outreach. Our region will be operating out of Mahoning County ESC.
- Twenty five camperships were made available to adults. Seventeen applications have been received so far. We will re-evaluate the campership program at the end of the summer.
- Several groups, including the MCBDD, will help fund training for first responders. We will share in the cost of the lunch. The training is on October 17, 2018.
- Self Advocates have been very active in the community. Ms. Fortney shared information regarding an individual who has been having difficulty in the school system with bullying. The school system would like the Self Advocates to come and talk with students about being positive and ways to give recognition to students who implement positive actions. Mr. Carroll shared his concern that many bullying curriculums do not work unless they are long-term and include follow-up and community involvement. He stated that the Board needs to focus on best practice models with proven results. Ms. Stanley-Bryson stated that the schools are looking at this as a positive behavior intervention that included both students and staff. Mr. Carroll would like the Board to have recommendations available that are based on best practice models. Ms. Hetkey stated that as the role of the Board changes, we can certainly look into how we can be more effective in this area and support schools and/or providers.

Financial Reports – The following was discussed:

- Revenue:
 - A \$134 donation from GE Apples for Students was received.
 - 8.5 million was received for a first half tax payment.
 - A quarterly sales tax payment of \$4,013 was received.
 - A real estate tax reconciliation payment of \$330,000 was received.
 - We have not received notice of how much the MCBDD will receive from the Nexus pipeline.
- Expenditures:
 - April was a two-pay month.
 - \$224,148 was paid for the early retirement incentive program.
 - \$25,970 was paid for capital projects – light project.

- A new report was added to show monthly cash flow and allow the Board to monitor what is being spent from the fund balance. Key elements to watch are tax payments and year-end cash. Ms. Bates will give a presentation on Cash Flow and Cash Projections in July.

Voucher Reports – The following was discussed:

- Questions were addressed regarding the Frontier phone system, shredding costs, the emergency service call for a smoking pump, the heat exchanger and condensation pump, and the purchase of a smart watch.
- The question was asked if we are in violation of any law by using individual names on the Voucher Report. Mr. Bluebond stated that though we have requested to not use names, it is required by the Auditor's Office.
- A Motion was made by Ms. Albrecht, seconded by Ms. Orlandi, to approve Resolution #13-18 to accept the Financial Reports for April, 2018. The Motion passed with a unanimous "yes" vote.

MCBDD Enrollee Statistics Report

- Mr. Hartman stated that there has been an increase in services by private providers in both day services and transportation. This is in part due to the AI Root transition.

Provider Report

- Mr. Hartman asked if it would be beneficial to show not only January to January then the current month, but also a year ago from the current month. Mr. Bluebond stated that he had tried other formats in the past and the current format is what has worked best.
- Mr. Hartman asked if the county board is giving equal time and resource to all providers regardless of size. Mr. Bluebond stated that all providers are invited to the provider meetings. In addition, the provider survey went out to all providers.

Personnel Control Report

- The count is now reduced by 20 positions based on the resolution that was approved at the April Board Meeting. The report states there are seven vacant positions; since this report was done, three of those have been filled leaving only four vacancies.

Committee Reports – The following was discussed:

- Facilities Committee – Paula Majoros, Director of Operations, reviewed the minutes and stated that the focus of the meeting was the space at Montville Plaza. A door has been installed and the entrance areas have been redesigned. In addition, grant money was received due to lighting upgrades.
- Levy Committee – Ms. Albrecht reviewed the minutes. Kathy Miller has volunteered to chair the levy fundraising efforts. The fundraising meeting will be held on Wednesday, May 23.
- Donated Funds Committee – A meeting was held to review the application for the Donor Scholarship and choose the recipients.

J. Public Relations

The following information was shared with the Board:

- Bridging opportunities are very important to families. This is where they can participate in an activity in which the county board is involved and where they feel safe. The upcoming bridging opportunities include Wings for All (in partnership with United Airlines), an Apollo's Fire concert, and the first responders training (with the Autism

Society).

- Public presentations by the county board have been added to our YouTube channel and include Estate Planning and Guardianship for families, DODD Community Setting and Employment Outcomes for providers, and Communicating with people with DD for the community.
- The Shred Day event raised over \$900. The target audience is senior citizens.
- Graduation is on May 25: preschool is at 10am, school age is at 1pm. Our graduation was in the Gazette's Graduation Section.
- Upcoming events include Kids Day of Safety and Play on June 2, Special Olympics Invitational on June 2, Pizza Palooza on June 16, and the Ice Cream Social on June 28. Board Members usually help scoop ice cream for this event.

K. Open Forum

Mr. Carroll stated that the confidentiality of individuals' information is very important to the Board. If during Open Forum the Board feels that confidential information is being shared, they may stop the statements. There were no speakers for Open Forum.

Mr. Bluebond stated that Jeff Walter from Community Employment will be retiring with May 31 being his last day. Mr. Bluebond and the Board extended their best wishes for Mr. Walter.

IV. Adjournment

A Motion was made by Ms. Albrecht, seconded by Ms. Matthey, to adjourn the meeting at 8:28 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