

MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Special Board Meeting Minutes
November 6, 2018

I. Call to Order

The MCBDD Special Board Meeting was called to order by the Board President, Mr. Carroll, at 5:31 p.m. Other Board Members present included the following: Ms. Morrison, Mr. Hartman, Ms. Orlandi, and Ms. Thomas Fain (arrived at 5:35 p.m.). Ms. Matthey and Ms. Albrecht were not present.

II. Executive Session

A Motion was made by Mr. Hartman, seconded by Ms. Orlandi, to enter into Executive Session for the following reasons:

- B. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

The Motion passed with a unanimous "yes" vote. The Board entered into Executive Session at 5:32 p.m. The Board exited Executive Session at 8:41 p.m.

Ms. Orlandi left at 8:38 p.m.

III. Adjournment

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to adjourn the meeting at 8:42 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
November 12, 2018

I. Call to Order

The MCBDD Board Meeting was called to order by the Board President, Mr. Carroll, at 5:00 p.m. Other Board Members present included the following: Ms. Morrison, Mr. Hartman, Ms. Albrecht, Ms. Orlandi, Ms. Thomas Fain, and Ms. Matthey.

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

Others present included the following: parents, Barb Drager and Fran Koenig; Melanie Kasten-Kraus and Deb Haumesser, SHC; and Stacy Maleckar.

II. Executive Session

A Motion was made by Ms. Thomas Fain, seconded by Mr. Hartman, to enter into Executive Session for the following reasons:

- B. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

The Motion passed with a unanimous "yes" vote. The Board entered into Executive Session at 5:01 p.m. The Board exited Executive Session at 6:06 p.m. General Session began at 6:17 p.m.

III. General Session

- A. Pledge of Allegiance
- B. Mission Statement Affirmation
- C. Approval of the Minutes

- 1. Approval of the Minutes from the Special Board Meeting, October 17, 2018

A Motion was made by Ms. Orlandi, seconded by Ms. Thomas Fain, to approve the Minutes from the Special Board Meeting on October 17, 2018. There was no discussion. The Motion passed with a unanimous "yes" vote.

- 2. Approval of the Minutes from the Regular Board Meeting, October 22, 2018

A Motion was made by Ms. Orlandi, seconded by Ms. Morrison, to approve the minutes from the Regular Board Meeting on October 22, 2018. There was no discussion. The Motion passed with a unanimous "yes" vote.

- 3. Approval of the Minutes from the Special Board Meeting, October 25, 2018

A Motion was made by Mr. Hartman, seconded by Ms. Thomas Fain, to approve the minutes from the Special Board Meeting on October 25, 2018. There was no discussion. The Motion passed with a unanimous "yes" vote.

4. Approval of the Minutes from the Special Board Meeting, October 29, 2018
A Motion was made by Mr. Hartman, seconded by Ms. Matthey, to approve the minutes from the Special Board Meeting on October 29, 2018. There was no discussion. The Motion passed with a unanimous "yes" vote.

D. Presentations - There were no presentations.

E. Old Business – There was no Old Business.

F. FollowUp

1. Ms. Drager asked about the amount of the loan to MCH whether it was for \$80,000 or \$90,000. Ms. Bates researched the previous minutes. All state that the loan amount was for \$90,000.
2. Ms. Albrecht requested that Ms. Bates research grant opportunities through Nexus. Ms. Bates emailed both Nexus and the Medina County Planning Commission. It was found that the 2018 funds have already been designated for other projects throughout the county. The county can only apply every other year; therefore, the next opportunity would be in 2020. Ms. Bates will continue the research grant opportunities in the future.
3. The Board requested that there be recognition of Jay Mitzel and his contributions to the Medina County Board of DD. An article regarding Mr. Mitzel will be in the next Community Newsletter the week of November 29 and will give options for donation in order to purchase a memorial.
4. A recommendation was made to send Thank You letters to some agencies who have donated to the MCBDD. Letters were sent to Bright Beginnings, V3 Transportation, and a parent who donated funds for a sensory room on school side. All Thank You letters from now on will have the Superintendent's signature

G. Discussion Items

1. Service Funding Policy

The Service Funding policy was given to the Board for review before requesting approval at the December Board Meeting. The purpose of this policy is to protect local funds and to utilize waivers where possible. No individuals would lose funding with this policy. The policy also addresses Supported Living. This policy was written by MCBDD management and has not been reviewed by legal counsel; we usually do not have legal counsel review policy. The amounts and percentages were determined by current match amounts. There are currently six individuals receiving Supported Living that are above the cap. They would be grandfathered in. These individuals have not been offered waivers, however, with the new policy that could change. If an individual declines a waiver what would be the response? We would try to maximize the use of local funding using the Service Funding Policy. More waivers will be available to offer as we go through the new assessment process. If someone who declined a waiver had an increase in need, a new assessment would be initiated.

H. New Business

1. Excess Property Resolution #34-18 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Orlandi, to approve Resolution #34-18 to declare the listed vehicles as excess property and unusable by the Medina County Board of Developmental Disabilities.

	<u>Unit #</u>	<u>Year/Chassis/Body/Engine</u>	<u>Vin Number</u>	<u>ID/Plate#</u>
1.	9	2007 IC Corp CE300 Bus	4DRBUAAN77B477869	23936
2.	10	2007 IC Corp CE300 Bus	4DRBUAAN57B477868	23937
3.	24	2007 Chrysler Town & Country Mini-Van (7)	1A4GJ45R77B242271	163XRE

This property will be sold through auction or other means as specified in ORC 307.12, Disposition of Unneeded, Obsolete or Unfit Personal Property. The MCBDD Transportation Department has inspected and evaluated these vehicles and determined that the vehicles are obsolete due to ongoing repair costs. There was no discussion. The Motion was passed with a unanimous "yes" vote.

2. Delegate Assembly Resolution #36-18 (ACTION)

A Motion was made by Mr. Hartman, seconded by Ms. Morrison, to approve Resolution #36-18 to appoint a delegate and an alternate to attend, vote, and to give the authority to use their discretion in representing the Board's best interest at the OACB Delegate Assembly to be held November 28, 2018, in Columbus. Each year at the Ohio Association of County Board's (OACB) Annual Convention, they hold a Delegate Assembly. At times, there are issues involving county boards which require a vote. Therefore, the Board should assign a delegate and an alternate to this role so that this person has the right to vote on behalf of the Board, if needed. Those chosen are: Elaine Orlandi as the Delegate and Wayne Carroll as the Alternate. There was no further discussion. The Motion passed with a unanimous "yes" vote.

3. Appropriation Transfer Resolution #37-18 (ACTION)

A Motion was made by Ms. Thomas Fain, seconded by Ms. Morrison, to approve Resolution #37-18 to authorize the Medina County Auditor to make the requested appropriation transfers for the purpose of adjusting appropriations for salaries and benefits for reassignment of positions during 2018.

Account Code	Description	From	To	Account Code	Description
7700-0015	Superintendent	\$ 83,000			
7703-0030	Adult Services Direct	\$ 135,000			
7704-0030	SSA Direct	\$ 10,000			
7704-0035	SSA Admin	\$ 4,000			
7700-0090	Hospitalization	\$ 40,000			
			\$ 20,000	7700-0035	Administration
			\$ 80,000	7701-0030	Education Instructors
			\$ 75,000	7701-0031	Education Professional
			\$ 10,000	7701-0035	Education Admin
			\$ 15,000	7702-0030	Transportation Direct
			\$ 10,000	7703-0031	Adult Services Nursing
			\$ 25,000	7703-0035	Adult Services Admin
			\$ 1,000	7703-0036	Adult Services Professional
			\$ 22,000	7705-0030	Maintenance Direct
			\$ 12,000	7705-0035	Maintenance Admin
			\$ 2,000	7705-0040	Maintenance Subs
		\$ 272,000	\$ 272,000		
Account Code	Description	From	To	Account Code	Description
7700-0090	Hospitalization	\$ 32,000			
			\$ 12,000	7700-0082	STRS
			\$ 20,000	7700-0080	PERS
		\$ 32,000	\$ 32,000		

The funds would stay the same, only be transferred from one account to another. The Motion passed with a unanimous "yes" vote.

4. Policy Review and Approval (ACTION)

A Motion was made by Ms. Morrison, seconded by Ms. Matthey, to approve new policy 7.3 HCBS Waiver Waiting List, which replaces old policy 7.3 Waiting List. This policy has been completely re-written to meet current rule. The Motion passed with a unanimous "yes" vote.

I. Reports Review

Superintendent's Report

- Mr. Bluebond, Ms. Bates, Ms. Wilbraham, and Mr. Caraballo traveled to Columbus to meet with Director Martin to request that the state pay the waiver match for two individuals. They approved. This will allow \$120K more in match money for 2019.
- There was a DRO lawsuit against the school system that stated they were not providing integrated services. The suit has been settled. We are now waiting to see how this will affect county board schools.
- Our agency was chosen by our insurance company to receive recognition for our Risk Assessment. We are now working to find a time to receive the certificate.
- Approximately 600 seniors attended the Senior Day Event on October 19.

Financial Reports

- Revenue:
 - The 2014 Cost Report Settlement was received.
 - Donations included \$309 from Shred Day and \$50 for the Robert Charvat (Bus Driver for Highland Schools) memorial.
 - The 2nd half of the rollback/homestead tax was received.
 - Three payments for ODE subsidy were received.
 - \$2,500 was received for grants.
 - \$4,172 was received for quarterly allocation for Capital Sales Tax.
 - There are no overall concerns.
- Expenses:
 - Expenses are slightly under projections.
 - October was a 2-pay month.
 - \$196,257 was paid out for two staff ERIP payments. Ms. Bates monitors the ERIP costs. We are still on track for the budgeted amount for 2019.

Cash Balance Report

- The Cash Balance is better than expected.

Monthly Cash Flow Report

- We are where expected at this point in the year.

Voucher Reports

- Page 10: Goodwill as a vendor is for Voc Hab billing.
- Page 15: Zoho is a one year renewal for Ad Manager Plus; our active directory for the network (not actual ads).
- Page 17: Second quarter match payment was paid to Treasurer State of Ohio as well as the fifth invoice payment for reconciliation.
- Mr. Hartman asked why there so many checks for the same individual in the same

month? The response was that although names may be listed multiple times (possibly due to having to use multiple mileage sheets) only one check is cut by the county.

A Motion was made by Mr. Hartman, seconded by Ms. Orlandi, to approve Resolution #35-18 to accept the Financial Reports for October, 2018. There was no discussion. The Motion was passed with a unanimous "yes" vote.

MCBDD Enrollee Statistics Report

- Mr. Dryer explained that the difference in STEP numbers from last month to this month was due to a coding issue.
- Dr. Stanley Bryson stated that the increase in EI numbers was also due to coding that did not allow EI referrals to be counted until a month or so after the referral was made. The new process for pulling the numbers shows the true EI count for the entire year.

Provider Report

- There were no comments on the Provider Report.

Personnel Control Report

- Mr. Hartman asked why there is a column for Board approved positions and a column for Superintendent approved positions. Ms. Davis stated that positions may be approved by the Board and in the budget for the year; however, the Superintendent or management may not see a need to fill the position at the time; therefore, the numbers can be different.

Quarterly Reports

Operating Contracts:

- This quarterly report lets the Board know with which agencies the MCBDD is contracting. Board Members should declare any conflicts of interest with any of these agencies.

J. Public Relations

The following information was shared with the Board:

- We received the Macaroni Kid Gold Daisy Award. We will be exploring future promotions and partnerships of programs and events for the community.
- Wadsworth Community Radio—The focus was Special Olympics.
- Health and Human Services Day- A session will be hosted by the MCBDD and will include a presentation and tours.
- Upcoming Events include participation in the Annual Warm Up Medina County program.

K. Public Forum

Barb Drager:

Ms. Drager thanked the Board for bringing in the speaker for the training on the ISP process. She stated that last month Mr. Hartman touched on security for the building and requested to know where the agency is with this issue. Mr. Bluebond stated that he signed a PO for upgrades to the doors, we have started to work with the Sheriff's Department after a training that was attended by Ms. Majoros and Mr. Sweeney, and that providers are only given key

fobs that can be controlled and/or de-activated electronically. In addition, we can set the times they are able to use the fobs to enter the building. Ms. Drager shared an incident that she experienced years ago while her son was on the waiting list for a waiver.

Fran Koenig:

In reference to the new waiver waiting list and process, Ms. Koenig recommended that the list be printed and dated in order to keep the order correct. She stated that sometimes people get moved and are not aware. She stated that many families feel that the waiver is "welfare" and therefore do not want to take it. They need to understand how important having a waiver is for the individual and their services. Ms. Koenig also stated that she heard that the head nurse is on leave and hopes that this does not affect the nursing services with Midwest.

A Motion was made by Ms. Thomas Fain, seconded by Ms. Orlandi, to enter back into Executive Session at 7:49 p.m. for the following reason:

- 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 exited Executive Session at 8:21 p.m.

IV. Adjournment

A Motion was made by Ms. Albrecht, seconded by Ms. Orlandi, to adjourn the meeting at 8:22 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