

COUNTY HOME ADVISORY COUNCIL MEETING MINUTES WEDNESDAY, JANUARY 26, 2005

Call Meeting to Order

Chair Ken Miller called the meeting to order at 6:35 p.m. at the County Home with the following Council members present:

Present: Emily Muscatello, Cheryl Scheck, Ken Miller, Brian Feron, Randy Schmidt, Randy Bing, Craig Enoch, Phebe Simpson, and Skip Sipos

Absent: Jo Becks

The following Ex-officio members were present: Steve Hambley - Commissioner, John Stricker – County Administrator, and Lynn Remington – County Home Superintendent.

Status of Committee Membership

Ken Miller, Chair, said the committee was to be an eleven-member council, and they are short one member at this time. The advertisement to fill the mental health profession vacancy was to go out this week. He read the Commissioners' Resolution 02-521 stating their responsibilities. This is the final year of their three-year terms. They will talk about setting up a rotation schedule at the end of this year.

Approval of Minutes

The November 17, 2004 meeting minutes were emailed out in advance and the group reviewed them. Ken asked if there were any additions or corrections. There were none. Emily Muscatello made a motion to approve the minutes and Randy Bing seconded. There was no discussion. All voted AYE and the minutes were approved.

Report to the Committee Regarding Interviews for Administrator

The Superintendent Interview Panel consisted of Brian Feron, Cheryl Scheck, Craig Enoch, and Randy Schmidt. Brian Feron reported that the interview process in Executive Session provided good input opportunities. They met twice for candidate interviews and a third time for a recap of all the candidates. After discussion it went to the vote of the Commissioners.

Steve Hambley thanked the Board members that volunteered and sacrificed some of their evenings in bad weather. He said it was a valuable process and he gained understanding by their questions and how they approached the candidates in terms of important characteristics they wanted to see in the superintendent's position. He hopes it was beneficial to them as well. It helped to expand the horizons as to their expectations for the position. Lynn will have a position opening to fill the Assistant Superintendent's position.

Cheryl Scheck said there were a variety of people that vied for the position. The interviews showed that there are a lot of people that still do not understand what the County Home is; how it is funded; what size it is; etc. There are still many people to educate out there.

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2004 Recap – Brian Feron, 2004 Chair

Brian Feron, Chair in 2004, said he took the cover page of the Five-year Plan, and based on input and notes he recapped the highlights of the year. Their role is one of strong support and he feels the Council’s presence and insight helps move certain aspects along. For that, he thinks they should take a lot of pride. He broke the report into two columns – “Financial & Admissions” and “Marketing & Technology”. He said it was a very good year that brought about many changes that will set the tone for the next few years. They brought aspects from the business world into a county institution and it turned out very well. The marketing aspect this year will probably address one of the biggest issues – getting the resident count up.

Steve said the report was very well done and asked the Secretary to be sure the other Commissioners received copies and that it goes on the County Home web site.

Discussion of Committees Needed for 2005 & Volunteers/Appointments

After a short discussion, the group decided that with the progress made so far, some issues have been resolved and these committees will be dropped – Mission Statement, Admissions, and Staffing. The Mission Statement and Admissions Policy can be occasionally “refreshed” by the Policies & Procedures Committee. The Facilities & Finance Committee can look at staffing updates. They will break down into three committee combinations for the year 2005 and these people volunteered to be on them:

Technology & Marketing

Ken Miller – Chair
Craig Enoch
Brian Feron
Cheryl Scheck
Jo Becks
Emily Muscatello
Skip Sipos

Facilities & Finance

Brian Feron – Chair
Cheryl Scheck
Skip Sipos
Jo Becks
Emily Muscatello

Policies & Procedures

Phebe Simpson - Chair
Randy Bing
Craig Enoch
Emily Muscatello
Randy Schmidt

Marketing Plan Committee Report

Ken said he talked to the instructor at the Career Center and they will be meeting on Tuesday to recap the status of the video. They have done some taping and they are not happy with some of it so they will do the best they can with what they have. They still need to do interviews and a press release. Lynn Remington will be developing a plan for the year for activities and that will be useful information for the press releases. They will submit various news blurbs and articles for the senior insert. The students need to have the video done by May so they can get graded on it. The Career Center is also going to get with Lynn about doing a “Memory Garden” at the Home. Skip Sipos arrived during this discussion.

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Finance Report

John passed out the Finance Report from Chris Jakab, Finance Director. They are making headway and many of the larger capital improvements such as the parking lot and roof replacement have been done. They will find some leveling off of the expenditures.

Upon questioning, Lynn said the medical is up because Dr. Khandelwal's annual contract was renewed. Under "Other" expenses, that included annual fees and licenses such as a food license.

Skip asked if this is the same kind of reporting the Commissioners get. He usually sees budget figures versus actual figures with the some to date numbers that give a sense how they are doing versus goals.

John said the Commissioners get budget figures. He thinks it is important that the CH Advisory Council understands where they stand in relation to the levy also. John said he would take care of getting that type of report for him. There are a few inconsistencies such as the budget for the County Home would include things like salaries, supplies, repairs, and travel, but some of the fringe benefits for example, would not be properly broken up separately.

Skip asked what they do in the event of a power outage.

Lynn said they have no heat backup. They could go to Lafayette Town Hall if necessary. The exit and fire lights are on a backup generator.

John said the county has access to portable generators at the water and sewer departments, but unfortunately they need to plan ahead for them. He will talk to Tom Maupin, Maintenance Superintendent, about it. Since they have gas heat, perhaps they could provide enough power to get the blowers going.

Lynn said just doing one area of the building might be sufficient. They have safety kits and check lists and every month they make sure they have enough batteries.

Superintendent's Report

Lynn Remington, County Home Superintendent, reported for December that they had no admissions or releases so there were 48 residents plus five inquiries. They had 20 organizations visit the Home in December. They gave two tours – the ADAMH Board and Coleman Special Services. The County Home has been chosen as the Medina Moose charity for the year. They donated a 36" television for the Puzzle Room. Recent repairs were done to the elevator and the cooler. In January they had four admissions, one death, and six inquiries. Some of the inquiries have come from brochures and the Internet. The resident count is presently 51. They completed the inventories and audits by the state, county, and Veterans Administration. She has had talks with the Career Center about the Nurses Aid Program and the Medical Assistant Program. The video crew has been filming throughout the Home. Lynn said the shower room

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upstairs is done and it looks really good, but it sprang a leak Monday. Some bedrooms are being painted and redone. They now have a blood pressure cuff that is on wheels. There is some gutter damage from all the ice and snow this winter. The public address system has a short in the line. They have 21 full time and 4 part-time employees.

Calendar of Topics for 2005

Ken said they already mentioned the generator. He asked Lynn tell them more about the Memory Garden.

Lynn said people often donate flowers, shrubs, and roses in memory of a resident. They have been planted all over the grounds and they are not marked. She thought it would be a nice gesture to have a memorial garden with marked plants. Upon questioning, she said she could put together a calendar of events for the year. A new fundraiser she is planning is a chicken barbeque/car show in September and they could also raffle off a quilt. She would like to combine several events into one big event. The employees will do the Pancake Supper will be in March.

Ken said he would like the Facilities Committee to tour the buildings again.

Public Input

Carole Feron, Montville Township, announced that the Friends of the County Home would be at the Medina County Home and Flower Show again this year on March 11, 12, and 13. She asked if they could set the County Home video up at their booth.

Craig Enoch suggested they put together a Power Point presentation for the booth since the video will not be done, and Ken said he would see what he could do.

The group decided not to have a booth at the Family Affair because it is more geared towards younger people. Ken said they could probably tie into the Housing Network if they have a booth.

Other suggestions were to tie the booth theme at the Home and Flower show in with the Memory Garden or going with the polka theme again; featuring a scrapbook at the Home & Flower Show; and showing the CH video on cable television on the government channel.

In other business, Steve Hambley said last November the Housing Network applied for housing trust fund money that they wanted to use for the Inter Community Assessment Team (ICAT) coordinator position. They did not receive the funding, but Medina Metropolitan Housing Authority came forward to be the lead agency to put it together. The other agencies, County Home, ADAMH Board, United Way, and Job & Family Services, will provide some funding for intake services and case management.

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Skip Sipos said what the Housing Board wants is someone to answer questions about housing from the one spectrum to the other - homeless to home ownership. This is the logical way that people can best be assessed as to what might best work for them such as Operation Homes or the County Home. Metro Housing is structured in such a way that other people there could back the coordinator up if he/she is out in the field or sick for example. They will be meeting with JFS and Chris Jakab, Finance Director, tomorrow morning regarding finances. Organizations will be throwing some dollars into the "kitty" to consolidate and simplify matters. Their goal is to have the coordinator in place by March 1, 2005.

Brian Feron commented that this would be a blessing to non-profit agencies such as the Community Service Center and Salvation Army for when they get calls in the evening for someone who has no place to go.

Craig asked if it would be linked to the new 211 services and Steve said that it would. He said they will be kicking it off on 2/11 at 2:11 p.m. and they are all invited to attend the celebration. The funding partners are the Commissioners, Job & Family Services, Emergency Management, ADAMH Board, and the lead agency is United Way.

Ken asked for the group's opinion about meeting monthly or an alternate schedule. After a short discussion the group decided to meet every other month, and the off months the committees would meet. There will be recesses in July and December. Therefore, the committees will meet in February from 6:30 to 7:30 and 7:30 to 8:30 in the evening, and the next meeting of the whole will be March 30th, at 6:30 p.m. The Chairs will coordinate the committees by email.

Adjournment

The meeting adjourned at 7:45 p.m.

Respectfully submitted,
Pam Vereb, Secretary