

COUNTY HOME ADVISORY COUNCIL MEETING MINUTES WEDNESDAY, JANUARY 29, 2003

Roll Call

Chairman Chuck Hawley called the meeting to order at 6:35 p.m. at the County Home. Roll Call was taken with the following Council members present:

Present: Jo Becks, Randy Bing, Brian Feron, Chuck Hawley, Ken Miller, Tanya Rodgers, Randy Schmidt, Cheryl Scheck, and Skip Sipos.

Absent: Laura Kuhl and Emily Muscatello

The following Ex officio members were present: John Stricker, County Administrator, Joyce Farnsworth, County Home Administrator, and Lynn Remington, Assistant County Home Administrator. Also present was Commissioner Steve Hambley. A sign up sheet is attached as Exhibit A.

Approval of Minutes - November

Chuck Hawley asked if there were any amendments to the minutes of November 20, 2002. Lynn Remington said that her name needed to be removed from those in attendance on that date. With that correction, Jo Becks moved to approve the minutes and Ken Miller seconded the motion. There was no discussion. All voted AYE and the minutes were approved.

Review of Purpose

Chuck read the "Statement of Purpose" from the County Home Bylaws to the group in order to reinforce its intentions.

Review of Operational Procedures - Council

Chuck read Section 1 of Article VII of the Bylaws about the election of officers, which is to take place at the annual organizational meeting in January. When the Council organized in November they agreed to continue with the slate of officers throughout 2003 to establish continuity. Chuck asked if that was still acceptable and everyone said that it was.

Chuck read Article XIV entitled "Ethics" to the group. He pointed out that all of the County Home Advisory Council meetings and committee meetings are open to the public. They must be announced through the Commissioners' Office a week in advance so that the press and public are properly notified.

Handouts

What is Assisted Living?

Help Sought for County Home

Chuck passed out and discussed two (2) articles. The first one was about Assisted Living that he got from the Ohio Assisted Living Association website on the Internet to provide some insight on the subject. The next one was a recent article from the newspaper regarding the County Home Administrator asking Commissioners for salary adjustments for employees. Since the

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Council is a new entity for the Administrator to deal with, Chuck suggested Joyce go through the Council for support and recommendations. This backing might serve to carry more weight with the Commissioners and help fulfill her needs. He agrees that Joyce is absolutely right that there is a need for salary adjustments and always has been. The more people that are not involved with the day to day operation of the CH that concur with this, will help Joyce in the long run.

Joyce Farnsworth said that she made a brief comment about getting some help in that area, and the reporter picked up on it.

Commissioner Hambley added that Joyce was in the Commissioners' meeting giving her monthly report where she mentioned the shortage of staff and it was just part of the conversation. When asked why she thought it was a problem she commented that some of the compensations were too low for the marketplace. Steve said that Gary Berkowitz, Human Resource Director, is going to be doing salary surveys for Commissioner's Departments and they would like the County Home's survey placed on the February County Home Advisory Council's agenda. Gary could present the analysis for Council to review and make recommendations to the Commissioners in March.

Review Mission Statement - Status

Steve Hambley said that the Commissioners adopted the Mission Statement on November 18, 2002. He received a call from the Prosecutor's Office about their review of it. They recommended the removal of the word "adult" in the sentence, "The people of Medina County charge the County Home with providing their adult citizens with custodial care in a homelike environment". Although the admissions criteria clearly indicates that residents need to have reached the age of majority, they believe it should be omitted for various legal reasons and to alleviate any arbitrary complaints of discrimination. If Council adopts the Mission Statement without the word "adult" the Commissioners would do likewise. Council can deal with the legally established admissions criteria through the Admissions Policy rather than through the Mission Statement.

Skip Sipos made a motion to revise the County Home Mission Statement to read identically to what was approved in the past, omitting only the word "adult". Ken Miller seconded the motion. Chuck asked if "citizen" means the residents of the County Home. There is no way to serve all citizens. Ken thought they were trying to avoid any connotation to the word resident. John said there was a discussion that they wanted the residents of Medina County to be served – not all citizens of the state - so the intent was to say "their citizens". All voted AYE and the motion carried.

Committee Reports

HIPPA Update – Emily Muscatello

This report was postponed until Emily returns.

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Finance – Tanya Rodgers

Tanya said that she provided the Home with information regarding nursing staff rules that govern those that work as nurses in general – not County Home nurses in particular. This could help them meet the ever-changing requirements.

HUD Assistance – Skip Sipos

Skip reported that he finally has an answer in writing from the Department of Housing and Urban Development (HUD) that he believes will be beneficial to the County Home. Rooms that have at least 110 square feet could be subsidized by HUD. The subsidy would rest with the resident, which would require some paperwork. The goal is to utilize federal dollars, which would stretch the county's levy dollars. Metropolitan Housing Authority, as representatives for the federal government, would review the structure to make sure that it met certain standards. Skip feels that should pose no problem.

Some Council questions and Skip's answers were:

Question: Is the 110 square foot requirement for one person?

Answer: Yes

Question: Does this change the admissions criteria? Would you be unable to refuse anyone on the program from staying at the County Home?

Answer: This would cause no changes in the admissions criteria. The subsidy would follow the individual. If the individual were accepted into the Home based on its criteria, the subsidy does not force that person to live at the County Home and they could take it with them if they left. On the other hand, if there is someone living in the community already on the subsidy and they have reached a point where they would be better off in the County Home, they could work that subsidy into this arrangement. The Housing Authority could be like a referral service.

Question: What is the subsidy called?

Answer: It is a housing assistance payment from the federal government also called Section 8.

Question: Would we be taking the non-housing related "people maintenance" part, such as food and nursing, and subtracting it out?

Answer: Yes, we would have to come up with what "rent" is and it would have to be defined. Chris Jakob, Finance Director, assured him that is not an issue. Basically they would have an agreement to house, and the housing would have costs associated with it. Then there would be an agreement for non-housing related services that are performed at the County Home.

Question: Who pays the room and board other costs?

Answer: The individual would be charged to pay a portion of their income towards it; however, the way the system works here is that if the costs were separated out, all they would be responsible for would their share of the housing end of it. If they have no income, they pay

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nothing. If they were a millionaire they would be paying the full share. It would vary according to income and they would pay 30% when it is separated out.

Question: Do you consider the Medicaid spend down before you figure the 30%?

Answer: Yes

Question: What is the bathroom requirement?

Answer: *One bathroom for every 6 residents. The County Home has one bathroom for every 2-1/2 residents.*

Question: Is there limited funding for this program and is there a wait?

Answer: *This is not something that they can grasp today, but it could potentially benefit the Home in the future. The Housing Authority made sure that current County Home residents had the opportunity to apply for the program and get on the waiting list.*

Question: What is the next step?

Answer: *Working with Chris Jakab, Finance Director, to separate the shelter costs from non-shelter costs.*

Question: Do we need to establish an Admissions Policy?

Answer: *That would help but it is not mandatory. It could diminish the chance of anyone saying there is a potential for discrimination. He senses that they would be doing that policy in the next 60 to 90 days, and that would be preceding any use of federal dollars.*

Other Business

Administrator's Monthly Report

Joyce Farnsworth, County Home Administer, gave an updated report on the Home. She said that she received two more admissions for a total of 54 residents. They have had some inquiries for residency and some potential employees. They need a computer system for the office, nurses' station, activity room, and kitchen. Christmas was a busy time at the Home. Eighteen groups entertained residents and many church groups gave Sunday services. They also received many donations from individuals and organizations totally about \$3,000, which were specified for things like cable TV or furniture. Several CPR training classes have been scheduled and Defensive Driving training.

Review Areas of Focus, Staffing, Admissions, Facility Utilization, Policy, Fees, Technology, Operation

Chuck Hawley said that last November Brian Feron drafted some long-range ideas and areas of focus for Council. He asked Brian to talk about them. Brian said he put the draft Overview together as a tool to assist them in forming a timeline. After input and suggestions he can rework the document for long range planning. Chuck asked him what they should do next. Brian said they should just solicit comments and input to see if anyone had any additions or

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corrections. They could funnel them through him and he would rework the document for the next meeting.

Some suggestions to be moved up for prioritizing were the Admissions Policy, help with the staffing shortage, the Passport Waiver Program, and facilities upgrades.

Lynn and Joyce have been working on the Admissions Policy and will check it with Carol Shockley and Trina Devanney from the Prosecutor's Office to fashion the policies. Lynn said that she has been researching information from other County Homes that has been helpful. Skip Sipos, Tanya Rodgers, Ken Miller, and Cheryl Scheck volunteered to be on the Admissions Committee. They are going to meet at 5:00 p.m. on Tuesday, February 11th at the Job and Family Services Building.

The Human Resources Department will provide the salary analysis that would assist in wage rate comparisons for staff. Emily Muscatello, Laura Kuhl, Randy Bing, and Steve Hambley are working on the Staff Committee.

Cheryl Scheck is going to look into the Passport Waiver Program to bring in outside nursing care to fill the void for residents 60 and over, which could possibly be paid by Medicaid. It is a waiver program for individuals who would have the nursing home "bubble of care" but are choosing to use the services in their homes rather than going to a nursing home. They provide case managers to evaluate the person's needs for things such as medical supplies and walkers.

Skip Sipos said that if a case manager identified two or three residents at the Home, treatment plans could be coordinated in such a way that the visiting practitioner could serve all three people.

A Facilities Committee was formed with John Stricker, Brian Feron, Randy Schmidt, and Jo Becks. John said that the facilities report was submitted 3 or 4 weeks ago that lists the maintenance and repair needs for the year. The group will take this list in a couple of months when weather permits and check it out along with Tom Maupin, Maintenance Superintendent, Joyce Farnsworth, and Lynn Remington. They can determine what is most pressing.

Steve reported that they are working with an architect now to possibly expand the sitting room to more accommodate the social needs of the residents.

Public Participation

Tim Feron, City of Medina, commented on how good things were going so far, and that the untapped funds might be a Godsend as far as maintaining the levy structure.

Several County Home Nurses Aides spoke about loving their jobs, which they described as "Jack of all Trades", but they felt they were not paid what they are worth. In addition to being Aides

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they are the housekeepers, cooks, put laundry away, and make the beds. In nursing homes there is not the crossover of duties so this is somewhat unique.

Chuck asked John if they are checking out other County Homes for the salary study. Steve Hambley said that John talked to Gary Berkowitz, HR Director, about it. John said that Lynn is providing some County Homes that are comparable in size and they want to stay with the traditional County Home – not the ones that have gone with Medicaid. It will be a combination of Assisted Living Facilities just in Medina County and other County Homes for comparison.

Chuck asked if they would be doing a position-by-position analysis so that Council can see the range. Steve said they would be looking at the job descriptions and tasks to try to make sure that they are comparable. He said that was a very good point that the private sector segregates job duties.

Upon questioning, Lynn gave some ratios of employees to residents. Since there are 54 residents and 26 employees, the overall ratio is 2 to 1 (2 residents to 1 employee). Broken down it is one (1) Registered Nurse per 36 residents; two (2) LPN's per 26 residents, and one (1) Nurses Aide per residents.

Joyce pointed out that their two-story building is unique so they go by sections – first-floor men's, first-floor women's, second-floor men's, second-floor women's, and annex. Duties and responsibilities are designated by sections of 9 to 13 residents each. They have tried it other way, but this method works best.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Pam Vereb, Secretary