

COUNTY HOME ADVISORY COUNCIL MEETING MINUTES WEDNESDAY, JANUARY 25, 2006

Call the Meeting to Order

Chair Ken Miller called the meeting to order at 6:31 p.m. at the County Home with the following Council members present:

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

Absent: none

The following Ex-officio members were present: Commissioner Sharon Ray and Lynn Remington – County Home Superintendent

Introduction of New Member

Ken welcomed Sharon Ray who will be the Commissioners' liaison to the County Home for 2006. He made Sharon aware that Council is short one member from the mental health community. Commissioner Steve Hambley had indicated in November that there was someone that the Commissioners were considering for the appointment.

Sharon said she welcomed the opportunity to work with this group and she heard some very good things about them from Commissioner Hambley. She said she would do her best to help them further their goals. She knows it is a levy year for the County Home and that they have done a very good job.

Status of

Ken reminded the group of their mission by reading the Commissioners' resolution stating their responsibilities. He said four terms will expire this year as follows:

Mental Health or Health Care Professional – Emily Muscatello – expires 8/19/06

Job & Family Services – Cheryl Scheck – expires 8/19/06

Ministerial Association – Ken Miller – expires 8/19/06

General Public – Brian Feron – expires 8/19/06

He added that Commissioner Hambley said that there is no problem with those that want to continue serving on the committee. On the other hand, if anyone does not want to continue serving, Mr. Hambley said Commissioners would find a replacement with understanding and great appreciation for the work they have done. Ken asked those that will not want to continue on the CHAC to let him know.

Review and Approval of Minutes for 11/30/05

The November meeting minutes were emailed out in advance. Emily Muscatello moved to approve the minutes and Cheryl Scheck seconded the motion. There was no discussion. All voted AYE and the minutes were approved as presented.

2005 Recap

Ken Miller said he read the 2005 accomplishments at the last meeting and there was one addition. That one was added and the complete list was emailed to Council. He asked if there

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was anything else that needed to be included. There were no more additions so Ken said he would submit it to the Commissioners for their consideration. (See Exhibit A).

Committee Reports

Financial & Administration

Ken Miller said they had a Finance Committee meeting on November 30, 2005. They were advised to wait until the budget was finalized to obtain the proper figures to work with in order to make a recommendation to the Commissioners about the upcoming levy. Chris Jakab, Finance Director, said he would meet with them again to review the figures. The recommendation would be based on the outcomes as well as the projected needs of the Home and the pattern of the tax return on the millage. The sooner they can make the recommendation, the better for planning purposes. They also needed to make a recommendation in the first quarter of 2006 for the annual resident's monthly fees based on the costs.

Committee Chair Appointments for Financial, Marketing & Technology, and Policy Review and Resident Concerns

Identification of Committee Members

Ken stated that the committees' structures seemed appropriate so he would like to stay with the three committees the same as they had set up last year. He asked the group if they had any feelings or input that they should consider. The group felt the committees had good structure so they will remain the same for this year. The Chair will supervise all three committees.

County Home Advisory Council Committees and Chairs for 2006

Financial & Administration Committee – Brian Feron, Chair
Skip Sipos, Cheryl Scheck, Ken Miller

Marketing & Technology Committee – Cheryl Scheck, Chair
Jo Becks, Craig Enoch, Ken Miller

Policies & Procedures Committee – Emily Muscatello, Chair
Phebe Simpson, Randy Schmidt, Randy Bing, Ken Miller

The Board's information sheet was passed around for updates.

Discussion of Goals for 2006

Ken passed out a list of possible topics for discussion for 2006 for the committee Chairs to review.

Finance Report

The group reviewed and discussed the finance report provided by Chris Jakab, Finance Director. Ken Miller congratulated the County Home on sticking close to their annual budget. He asked if there were any additional expenses in January such as the increase in PERS.

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Christine Sullivan, Assistant County Home Superintendent, said it was explained to her that the employee benefits, PERS, and Workers Compensation come from the General Fund and are now charged directly to the budget.

Brian Feron asked if the lease of the farmland was negotiable and if it was evaluated every year. Lynn Remington pointed out that there is less and less acreage every year. There's only about 20 acres left to be farmed out of the 80 acres.

Commissioner Ray said that some of the land was given to the Park District and they are going to reimburse the County Home for whatever they would have received as far as farming proceeds. The PERS increase was only about 1.2% so that will not be too bad and there is no change in the employees' healthcare costs until next year. She said she will look into the farmland leases to see if there will be any additional money to consider.

Upon questioning, Lynn explained that the \$20,000 was insurance money that was taken out for lightning repairs and put back into "Farm Leases Other" account.

Administrator's Report

Lynn Remington reported that the resident count stayed the same in November at 51. They had five inquiries. The inspections included the wet and dry sprinkler system and the food inspection in the kitchen. The Health Department awarded them Honorable Mention for 2005. The whirlpool is in the process of being repaired. The residents' Medicare D selections are almost completed. Lynn expressed concern with the new method and how it is going to work out. Cloverleaf students now have a volunteer program at the Home. The maintenance worker was terminated so she is working with Tom Maupin to replace him. She is working with Human Resources on the Policies and Procedures Handbook for maintenance and incorporating it into the County's book. She received her policies and guidebooks for adult day services and has been doing her homework on the subject. She will present her findings next month. In December there were two admissions and two releases so the resident count was 51. There was an elevator inspection. They had an employee meeting in December. They had 54 volunteers that worked 302 hours. Lynn said they had an awesome Christmas season at the County Home. There were 65 inquiries for the year.

Topics for 2006 – dates for meeting, expiring terms, projects/schedule of events

The group decided to keep the meeting on the last Wednesday evening of the month. There will be no meeting in December. There was a short discussion about increasing awareness of the County Home. Phebe Simpson pointed out that respite leads to residency. Sharon Ray suggested a postcard with a picture of the Home on it to provide a visual, which is usually very effective. Ken Miller suggested a mailing to businesses that might solve an employee problem of providing proper care for a parent. Skip Sipos suggested a mailing to the Chambers and Economic Development. Brian Feron commented that delivering the County Home brochures to the different locations might be a good job for the volunteers to do. Emily Muscatello passed out and discussed a report on Adult Day Care and gave some statistics on its growing popularity and need.

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Selection of Vice-Chair for 2006

Ken Miller opened the floor for nominations for Vice Chair. Randy Schmidt nominated Skip Sipos and Jo Becks seconded the motion. The nominations were closed. Skip accepted the nomination, all voted AYE and Skip Sipos was elected Vice Chair for 2006.

Public Input

Carole Feron announced that the Friends of the County Home were having a booth at the Medina County Home and Flower Show on March 10, 11 and 12. She said they would welcome any volunteers to man the booth.

Adjournment

The meeting adjourned at 7:27 p.m.

Respectfully submitted,
Pam Vereb, Secretary

The next meeting will be Wednesday, February 22, 2006, 6:30 p.m. at the County Home.

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EXHIBIT A

Medina County Home Advisory Council 2005 Review

Financial & Administration

Suggested rate structure for 2005

Ongoing review of operations and suggestions for reduction in costs of operation

Reviewed cash flow to obtain a better month to month accounting of actual costs

Review and monitored capital improvements for meeting residents' needs and maintaining facility

Conducted annual tour of facility for status update of improvements

Made recommendations for 2006 budget

Marketing and Technology

Developed Video for Community outreach

Ads placed in local phone books and papers for increased exposure

Agency & Friends of County Home conducted community event to increase exposure to public

Committee members supported County Home information booth at local Home & Flower Show

Reviewing technology for efficient operation and elimination of future electrical problems

Identified community respite services as a service to assist with reduction of daily operational costs

Recommended off site storage of agency data for recovery in disaster

Suggested computer competency levels be added to job descriptions for employees

Facility and Resident's Concerns

Developing employee handbook to compliment County Handbook

Identified plan for emergency evacuation under extreme conditions and working on plan for disaster relocation out of County.

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Medina County Home Advisory Council 2005 Review

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Developed an Acuity assessment format to determine present resident needs and to assess capacity for incoming residents

Monitor population to increase residential days of service and reduce operating costs

Completed Resident's Handbook