

## **COUNTY HOME ADVISORY COUNCIL MEETING MINUTES WEDNESDAY, JULY 28, 2004**

### **Roll Call**

Chair Brian Feron called the meeting to order at 6:30 p.m. at the County Home with the following Council members present:

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

Absent: Phebe Simpson

The following Ex-officio members were present: Steve Hambley - Commissioner, John Stricker – County Administrator, and Lynn Remington – Interim County Home Administrator. Also present was Carol Shockley from the Prosecutor’s Office. A sign up sheet is attached.

Since Commissioner Hambley needed to leave early to attend a meeting with the three city councils and Commissioners, Brian rearranged the agenda to accommodate his schedule.

### **Committee Input to Lynn Remington, Interim Superintendent Retirement Plans of Joyce Farnsworth**

Steve Hambley discussed his letter to Council about Joyce Farnsworth’s retirement. He said Lynn Remington is the Interim Superintendent. The Commissioners would like to involve the County Home Advisory Council in the process of hiring Joyce’s replacement. There was not a current job description for County Home Superintendent so Gary Berkowitz, Human Resources Director, put one together for their review. Gary followed the standardized form that the county uses for their various positions. It identifies knowledge, skills, abilities, duties, minimum class requirements, competencies, and characteristics. They certainly do not believe that this excludes Lynn Remington from consideration. The Commissioners intend to post the position locally and advertise it. They would like Council’s input on the document and to involve them in the review and recommendation process as well. The models they used for the hiring of other department heads that have advisory councils have been done several different ways. One way has been to have all of the members sit in on all of the interviews with the Commissioners. Another way has involved council reviewing all the applications and then sending two or three candidate’s applications or just one recommendation to the Commissioners. Another option would be Council appointing some representatives to sit in on the interviews. They are still discussing the best way to proceed and would appreciate it if the CHAC communicated their thoughts on the matter. He said the position would probably not be posted for another month or two and the interviews would be in the fall. The selection does not need to be made until December. Commissioner Hambley asked the group if they had the desire to participate in the process.

Brian Feron said they appreciate the offer. He asked if the county uses a panel to screen the applications and narrow the group down.

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John Stricker said they try to develop a matrix if they get a significant amount of applicants (over 100). For example, he would make up a list of the qualities they are looking for, rank them, and basically assign numbers to the resumes without even reading the names. This gets it down to 10 or 15 and then they go through them in depth. He would assume that process would be done by the Human Resources Department if they got a great number of applicants this time, but he doubts there would be very many.

Cheryl Scheck asked if Lynn gets the Superintendent position, if the intention is to fill her position then, and Steve said certainly. She asked if Council is involved with filling the Assistant Superintendent's position.

Steve said the Board of Commissioners is the appointing authority for the Superintendent's position. Once the Superintendent is selected, the Superintendent has co-appointing authority for the assistant's position. This is unusual and there is only one other department like that – the Department of Job & Family Services. Both the Superintendent and the Commissioners have to agree on that appointment, otherwise that appointment does not occur. In other departments the department heads make recommendations to the Commissioners and the Commissioners appoint. Skip Sipos arrived during this discussion.

Steve discussed the recently formed Housing Network and how it would work with the County Home. They are developing a Housing Intercommunity Assessment Team (ICAT). It is currently for youth and senior citizens. When a person goes to an agency and they cannot fulfill the need, they would bring it to the ICAT and the various agencies that are part of that group would find the best place for that individual or the resources that they need. He said the County Home needed to be a part of that. They are researching the possibility of establishing a facility for the ICAT for transitional multi-agency housing and for available grants. This would be temporary housing until the person could be put in the County Home, or placed in a Metropolitan Housing Authority facility, or an ADAMH Board facility, for example. This will help in the marketing effort, as some people are still unaware of the County Home. Steve Hambley left at this time.

### **Approval of Minutes – 6/30/04**

The minutes had been emailed in advance. Brian asked if there were any adjustments or corrections. Ken Miller said there was a typographical error on the third line from the bottom on page 2. With that correction, Emily Muscatello motioned to approve the minutes and Jo Becks seconded the motion. There was no discussion. All voted AYE and the minutes were approved as corrected.

### **Committee Reports**

#### **Finance**

John Stricker said last month there was a question about the high medical expenses. He checked with Chris Jakab, Finance Director, and found out that last year and this year there is still a

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problem with Dr. Khandelwal's contract. He is providing medical services, but there is a question involving his liability insurance. The county waited until the end of the year and paid him for the entire year, which was the bulk of the monthly expenses in question. They are looking into dealing with it through the County Commissioners' Association at a decent rate to keep costs down. Other counties are having the same problem. John said Dr. Khandelwal is still giving his service and is doing a good job.

The group reviewed the current monthly County Home finance report provided by Chris Jakab. John pointed out some items on the last page. The \$42,636 under "Revenues: Tax Levy Proceeds", is the rollback in the Homestead Tax. After the Auditor collects the taxes, there is a 10% offset. The state pays that on behalf of all the property owners. Based on who paid, the Auditor then bills the state, and the state sends a check to the County Home. They also pay for the Homestead Exemptions, and that will come twice a year.

John pointed out the \$15,089.53 in Capital Improvements. Approximately \$8,700 was for new carpeting; \$2,881 was for its installation; and \$3,500 was for air conditioning units for the dining room. The county purchased the units and installed them themselves.

**Admissions**

Emily Muscatello passed out a draft copy for the information handbook for residents. She said she and Lynn Remington met last week and went over the items that Lynn compiled for the booklet. Emily categorized them alphabetically on disc. Council needs to make the decision whether they want a short handbook or a long detailed handbook. She and Lynn added statements that give lengthy information, but it could be shortened to make just a basic book, if that is what they would rather have. Emily requested any comments should be given to her or Lynn so they can reorganize it and give it a better flow by the next meeting. In particular she said she would appreciate Randy Bing's input since he is a resident, and they could review it with a group of other residents and get their feedback.

John said the Medina County Print Shop could do the printing.

Carol Shockley made the suggestion to use larger print. She asked if they had a residents' committee at the Home, and Emily said that they do have a committee. It is listed in the handbook. The one thing they do not have in there is the Grievance Committee. Carol said the informational handbook is designed to be incorporated by reference into the Admissions Agreement, which is ready to go. Carol asked if the group was ready to approve the Admissions Agreement for submission to the Commissioners.

Brian said it could be approved with the understanding that the other document is forthcoming and the others agreed.

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Emily Muscatello made a motion they recommend to the Commissioners the Admissions Agreement with the support of the County Home Advisory Council. Ken Miller seconded the motion. There was no discussion. All voted AYE and the motion carried.

Ken Miller suggested that the documents be put in a three-ring binder so the residents could add to it and take from it easily and that will be taken under consideration.

### **Marketing**

Ken Miller said he did not receive any suggestions for the video. He meets next month with the Medina County Career Center instructor to discuss what role they will be playing in the video. Some ideas he submitted to feature in the video were the day-to-day activities of the residents, a County Home facility tour, the purpose of the County Home, the establishment and operations, the activities with the community, the resident's outings, the County Home Advisory Council, the Friends of the County Home, and other community groups and social groups that support the Home. This piece could provide education and marketing to fill the vacancies. Ken said he would bring a report back next month about what the instructor perceives they can do. Any suggestions are still welcome.

### **Interim Administrator's Report**

Lynn Remington reported that they have 49 residents now and they had one inquiry. They have the carpeting and it is being installed; the ceiling fans are being installed; and they received most of the new tables. A faulty coil caused the freezer to break down but fortunately not much food was lost. They replaced the defrost timer as well and the total cost was \$1,800. They ran computer lines; a new air conditioner was installed in the dining room; old items have been sold on the county Internet auction site; a heat detector has replaced a smoke detector; and new detergent dispensers were installed on the washer. One employee is going on maternity leave and another employee will be on a medical leave so Lynn is going to put an ad in the paper to find a temporary employee to help out. They are looking into getting a ceiling fan for the main stairwell and a television for the sports room from the 4-H kids donations. The residents' outings last month were the Rally In the Alley, Art in the Park and eight complimentary tickets for the Kiwanis Chicken Barbeque, swimming, shopping, and the fair. The Sports Junior Leaders did a good job planting flowers and cleaning up the grounds. The elevator has been inspected; the exterminators were there; the ductwork for the kitchen exhaust has been cleaned; and they had an employee and training meeting plus a fire drill with evacuation. Donations this month were a lift chair and 100 pounds of tomatoes.

### **Other Business**

Brian Feron said the group is comfortable with the job description for the Superintendent. Next month they will form a subcommittee to assist the Commissioners with the interview process at some future point. Volunteers would need to be able to be accessible during the daytime.

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**Public Input**

No one in attendance wished to speak at this time.

**Adjournment**

The meeting adjourned at 7:15 p.m.

The next meeting will be Wednesday, August 25, 2004, 6:30 p.m. at the County Home.

Respectfully submitted,  
Pam Vereb, Secretary