

**COUNTY HOME ADVISORY COUNCIL MEETING
WEDNESDAY, JUNE 29, 2005**

Call Meeting to Order

Chair Ken Miller called the meeting to order at 6:40 p.m. at the County Home with the following Council members present:

Present: Brian Feron, Randy Bing, Randy Schmidt, Emily Muscatello, Skip Sipos, Cheryl Scheck, and Jo Becks

Absent: Craig Enoch, and Phebe Simpson

The following Ex-officio member was present: Lynn Remington – County Home Superintendent

Council took a tour of the County Home building until 7:08 p.m. Ken said Lynn Remington noted the needed repairs and those would be addressed in upcoming budgets. Volunteers will do some of the work on the repairs, and some will be contracted out.

Review and Approval of Minutes for 5/25

The minutes were emailed out in advance. Ken asked if there were any questions, additions, or corrections. Jo Becks stated the minutes said Lynn Remington would be bringing the final version of the County Home video to the next meeting. She asked if they would be watching it this evening, and Lynn said they would. The word “plowing” was changed to “planting” in the Administrator’s report on page 3. With that correction, a motion to approve was made by Brian Feron and a second by Jo Becks. There was no further discussion. All voted AYE and the motion carried.

Committee Reports

Marketing & Technology

The group watched the County Home video. Then they discussed an article about the County Home written by Tammy Antonille who is a member of the HANDS Foundation Board. Brian said she is a very gifted writer that was brought to his attention by Lynda Bowers, who is also on the HANDS Board. Upon Lynda and Brian’s request, Tammy wrote this article for the next HANDS newsletter that focuses on senior citizens in the August/September issue.

Ken added that it is a very complimentary 2-1/4-page letter and it talks about her visit to the County Home and how gratifying her experience was. She also speaks highly of the care that was given and gives some of the history of the Home. It was copyrighted by her and can be used with permission.

Brian said he talked to her, and she gave her permission to use it in any way they deem necessary.

The next Marketing & Technology Committee meeting was set up for 6:00 p.m. on August 31st.

COUNTY HOME ADVISORY COUNCIL MEETING WEDNESDAY, JUNE 29, 2005

Finance

Brian Feron reported that the Finance Committee met at 6:00 p.m. prior to this Board meeting. They covered the budget review, and the expenditures look to be in line. Capital expenditures are decreasing and they asked for a list for the fall review ahead of the budget preparations to make sure they are fully aware of what other expenses might be. Overall, the budget looks better, and the balance is the lowest it has been since the beginning of the levy. They are getting to the break-even level that the budget was intended to do. In keeping expenses under control, Lynn is using volunteer tradesmen to help, and they are doing a good job with painting and maintenance. The lightning damage claim is under review with the insurance company. The new full pay fee takes affect in July so they will be seeing some influence from that toward the end of July and later in October after the ADAMH Board contract maintenance schedule begins. Lynn went over the new residents' admissions and ratio for full pay and variable pay. The temporary budget went on in June with a 3% overall increase. The actual budget will be prepared in October. They are looking into getting the ADAMH Board to pay every 30 days or monthly instead of a 90-day payment schedule. They also discussed the residents' count with relation to capacity in terms of the ranking of low, medium, and high care acuity rate and the affect of the capacity. At this point they are still well within the limit range of 55 to 60 residents, but that could vary depending on the residents' care needs. They are trying to increase revenue through additional residents via admissions. They recommended having an admissions log that would assist in resolving whether people were admitted or denied and the reasons for that so they could address that through marketing and perhaps education of other agencies. They also discussed the House Bill under review with the current state budget to allow Medicaid waivers for services to be handled in-home, in County Homes as well as other facilities, which could have an impact on the County Home. This is under review and it looks promising to be signed by the Governor. The next finance meeting will be at 6:30 p.m. on August 31st. They would like to make a recommendation to the Policies & Procedures Committee to provide descriptions about what is admissible for a criminal background check. They would also like some input from Carol Shockley, Prosecutor's Office, in defining what that might be.

Policies & Procedures

Ken said the Policies & Procedures Committee met after the last meeting on May 25th.

Lynn Remington they will call Carol regarding the criminal background check and report back.

Finance Report

Council reviewed the report provided by Chris Jakab, Finance Director. Brian pointed out that the revenue on the last page shows they received tax levy proceeds in the amount of \$328,745.29 in April.

Ken said the average daily cost per resident still remains at about \$50, which puts them at \$1,580 below cost of operations. If they take the YTD average daily cost of \$64.47 they are looking at

COUNTY HOME ADVISORY COUNCIL MEETING WEDNESDAY, JUNE 29, 2005

slightly more than a \$22,000 deficit. There will be some additional money coming in from the ADAMH Board contract that will offset some of that deficit. Skip Sipos left at this time.

Administrator's Report

Lynn Remington, CH Administrator, reported that they have had 5 inquiries, 2 admissions, and one release: the present resident count is 52. They have one employee on leave of absence and one recently returned. One part time Aide was terminated and should be replaced next week. Some recent events were a tour by the Metropolitan Housing Authority and they set up assessment procedures for residents; the HANDS Newspaper tour and interview for the article discussed earlier; she and Chris Sullivan attended a seminar on the Volunteer Guardianship Program, and they have been attending Resource Council meetings; the JVS crew completed the County Home video; they have been working with all the families and residents to get the yearly financial residents' assessments for the rate increase; and she attended the Family Health Fair at White Oaks Assisted Living in Wadsworth. They passed the final inspection on the kitchen suppression system. They also passed the backflow inspection and replaced the valve, but it will need to be rebuilt in the future so it is on the capital improvements list. The annual fire system inspection and testing have been done. Recent repairs and updates were the installation of security lights for the parking lot, the cupola was painted, a lift chair was repaired, and a volunteer pressure washed the barn in preparation for painting. Lightning struck the air conditioner on May 28th and took it out in addition to the pay phone, fire panel, computer server modem, and motherboard. Lynn and Chris had a training session for employment law. Employee training was a presentation by Buck Adams, Emergency Management Agency Director, about threatening weather. They had a fire drill observed by Lafayette Fire Chief Jim Sheppard. Four employees attended defensive driving classes, and the Career Center LPN training program is working great: students do their training at the Home. Activities this month included attending an Akron Aeros Game sponsored by Auditor Mike Kovack, a Mother's Day Tea, the residents' Walking Club started at Buckeye Woods, the swimming program began at Steiner Recreation Center, the women attended a Ladies' Day outing at Stan Hewitt, the 4-H Junior Leaders planted flowers and made root beer floats for everybody; and the residents attended Seniors Day. Donations were eggs, puzzles, greeting cards, Kleenex, Dove Soap, washcloths, two hanging flower baskets, \$1,180 from the Medina Moose, and \$500 worth of Depends products. Community service hours for the month of May were 367. They did yard maintenance, scraped the barns, cleaned the flower gardens, roof repair, put in a new ceiling and drywall, painted, stripped wallpaper, shampooed carpets, and did laundry. Total volunteer hours this year through the end of May are 1,167. Lynn said the juvenile crew is a lot of fun. After they do their work, they get to interact with residents for the last hour. She added that they are in need of a hook ladder and a good painter.

Ken commented that basically they have had the equivalent of ½ of one full time employee's annual hours volunteered through the end of May instead of having to pay someone's wages and benefits.

COUNTY HOME ADVISORY COUNCIL MEETING WEDNESDAY, JUNE 29, 2005

Public Input

Emily Muscatello introduced Evelyn Nelson, County Home resident, and said she made the comment before the meeting that the residents would appreciate shades so they could better see the television and slide shows in the Activity Room. They discussed it and Lynn said they had plans for new window treatments and would take that into consideration.

Ken said they needed to decide if they were going meeting monthly, or have the whole Council meet every other month and the off months the committees would meet and recesses in July and December. The Board agreed upon this schedule in January.

Emily said she felt they should meet monthly because they are coming to the end of the term of the levy and they have a lot of “things on their plate”. They committed to meeting monthly when they took on the position.

Jo Becks pointed out that the term of office for the County Home Advisory Council was to become staggered after three years.

(Section 2 of the Bylaws for the County Home Advisory Council states, “The term of office for a Council member shall be three (3) years. The terms should be staggered after the first term with four (4) members serving one (1) year, four (4) members serving two (2) years, and (3) three members serving three (3) years. All vacancies shall be filled for the balance of any unexpired term by appointment of the Board of Medina County Commissioners”.)

Ken noted that Council is still short one member from the mental health or healthcare profession. He said he sent a reminder to Commissioner Hambley that they needed that position filled. He asked the group if the work to be done should be done by Council as a whole, or by committees.

Emily said the Policies and Procedures Committee needed to look into the criminal background check procedures for Lynn to go by. Another concern she had was due to a disaster at an assisted living facility in Ohio recently. This resulted in a great deal of legislation being pushed up quickly regarding assisted living, residential care, and group homes regarding what type of residents are living in them. The state is trying to come up with a form to be able to assess this. She recommended they look into these things as they come up so they keep one step ahead of them. Cheryl Scheck left at this time.

Brian said they have a month to read up on these issues and could discuss them at the July 27th meeting and use Carol Shockley to guide them.

Emily said they addressed these issues at her work in the aftermath of the incident. They are being much more guarded now because there are sociopaths and predators that are getting into nursing homes and things are happening so it is becoming a real issue. The County Home needs

**COUNTY HOME ADVISORY COUNCIL MEETING
WEDNESDAY, JUNE 29, 2005**

to have guidelines for residents such as they have with the staff. She will give Carol any information and input she needs to set this up.

After a short discussion the group voted to meet monthly (excluding December) as long as there are things to be done. Ken pointed out that they needed to have a clear vision of what they want to accomplish in the next six months because they need to have this wrapped up to pass on to whomever. The group agreed to set some goals in August.

Lynn said she received a lot of input regarding cell phone policy and she appreciated it.

Ken said in the next six months they needed to have some policies reviewed and put in place with the help of the Prosecutor's Office. They need to have a clearer budget figure for recommendation to the Commissioners.

Brian said they need to start laying the groundwork for the levy and discuss when they should put it on the ballot, the millage, and the complete package to put before the voters in the form of a long-range ten or twelve month plan. They want to exhibit confidence and good stewardship.

Emily said the Policies and Procedures Committee will work with Lynn and then run them by Carol Shockley. They need her involvement in the criminal background check policy to make sure that it meets the requirements of the county as well as the state.

Brian said, as far as the marketing aspect, he likes the outreach to the other agencies. They could look into the routine interactions that the other agencies have and see if there is anything that could be done to foster that conduit of residents' applications.

Emily provided Lynn with the state's 24-hour reporting "quick form" to fill out if there is an allegation of abuse and neglect.

Adjournment

The meeting adjourned at 7:55 p.m.

The next meeting will be Wednesday, July 27, 2005 at 6:30 p.m. at the County Home.

Respectfully submitted,
Pam Vereb, Secretary