

**COUNTY HOME ADVISORY COUNCIL MEETING  
WEDNESDAY, MAY 25, 2005**

**Call Meeting to Order**

Vice Chair Emily Muscatello 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, Phebe Simpson, Randy Schmidt, Emily Muscatello, and Skip Sipos

Absent: Jo Becks, Ken Miller, Craig Enoch, and Cheryl Scheck

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

**Walk through of facility**

Emily said they would postpone the walk through of the building until the next meeting.

**Review and Approval of Minutes**

Minutes were emailed out in advance. Emily asked if there were any additions or corrections. Lynn Remington said in the 4/27 Administrator's Report it should say they had 51 residents at the end of April – not March. With that correction, Randy Schmidt moved to approve the minutes and Phoebe Simpson seconded the motion. There was no discussion. All voted AYE and the minutes were approved.

**Committee Reports**

**Marketing and Technology**

Lynn Remington said some Council members watched the new County Home video before the meeting. There is a bit more editing to be done. She will bring the final version to the next meeting.

Emily said she attended the senior citizens' fair at the Community Center, and she promoted the County Home to people. She also leaves CH brochures at the local hospitals and centers.

**Policies and Procedures**

Phoebe Simpson said last month they discussed having a policy in place for residents' complaints, and they were looking into using a state form.

Emily said the state has come out with a new form for the Ohio Department of Health. It is a 24-hour reporting mechanism that is a "quick form" to fill out if there is an allegation of abuse and neglect or suspected abuse, and it applies to all facilities including County Homes. The form lists facility, name, address, and person filling out the form, and it is immediately faxed to the state. This quick notification report then allows five days to fill out the details completely. She will get a form for Lynn to use at the Home. Emily said another pending issue was adopting cell phone policy for staff and also policy for residents. She will bring in samples from other facilities that they can use to help write the County Home's policy.

**COUNTY HOME ADVISORY COUNCIL MEETING  
WEDNESDAY, MAY 25, 2005**

Upon questioning, Lynn said personal cell phones are the residents' or guardians' responsibility, and the Home has no liability for any charges. This should probably be written in the Residents' Handbook. Every personal item, including cell phones, is marked with the resident's name. It is handled like having a regular land phone in their room. Lynn said she has employee policy for cell phones that includes keeping them on their person, but not ringing during working hours and only checking and using them at break time. She said she would appreciate seeing policies other facilities use. Working moms sometimes have a code with their schoolchild to let them know they are home and to call them on break.

Emily said most facilities do not allow employees to have their phones turned on. They can check them on their lunchtime and breaks. Where she works they can keep cell phones on vibrate and look at caller ID when it rings, but cannot answer it.

Brian Feron said the County Home employees have access to a facility phone all the time so it is not an issue of access. It is a matter of not interfering with patients' care and consideration. Brian brought up the latest issue of camera phones. Because of privacy and the HIPPA laws, camera phones should be off at all times. It is one of those new technologies that is somewhat difficult to enforce versus the old days, but they cannot be totally unreasonable if somebody has an emergency or children at home. Policy does not need to be rigid, but firm. He will also provide sample policy to review.

Randy Bing said that it seems like there is a good side to staff having their own phones since it would free up the facility's phone lines.

Lynn asked if she should have employee's cell phone numbers.

Emily said no – although the employee is usually required to give a phone number and a back up emergency number, it might not be their cell phone number. Those numbers are kept privately by the supervisor. Another consideration is that a lot of people's home phone and cell phone are one and the same.

Brian said it might have to be handled on a case-by-case basis. Employees should use discretion with their cell phones, and when they have abuse they can address it right then. It is the same as taking an unauthorized break. When an employee is answering their phone they are taking time from their team/resident/customer and that is not any more fair than going off for extra smoke breaks while everybody else is doing their work.

Skip Sipos asked if any union contracts were affected, and Lynn said they have one union. He also asked why they don't have the Human Resources Department for the county do this work. He asked who would have to defend it if the County Home had to take disciplinary action, and Lynn said the Prosecutor and HR. There is no policy - it's done by department. Skip suggested they have HR write employee cell phone rules.

**COUNTY HOME ADVISORY COUNCIL MEETING  
WEDNESDAY, MAY 25, 2005**

Brian added that where he works they deny drivers the right to use cell phones while driving. They recommend they pull over and stop when using cell phones. This is one of those rules that is not easily enforced.

Emily said when most union contracts were formed; cell phones were not being utilized. She does not know when the contract comes up for renewal, but if it becomes an issue they may need to look at it.

Skip said adding a rule that is not defined in the contract is grievable if they tried to enforce it.

Emily said using personal cell phones would still fall under the rule of not using the facility phone for personal phone calls. Maybe they could just include it in with that.

Randy B said it is like a 20-minute break for smoking or calling or whatever.

Brian said cell phones usually are not an issue with a small staff. Employees are allowed access for personal calls at a certain reasonable limit to check on kids once a day, for example. His workplace does not call it “policy”, – they call it “rules of conduct” because people are seen using their cell phones often, and it is hard to discern if it is personal or business.

**Finance Report**

Council reviewed and discussed: CY05 Monthly Medina County Home Operating Costs & Daily Resident Costs, and the Monthly Summary: Medina County Home Operating Revenues and Expenses as provided by Chris Jakab, Finance Director. Brian said the tax receipts came through giving them a positive cash flow. Emily pointed out that there were three payrolls in April.

The group also reviewed the Administrator’s financial report that included Pay In, Budget Report, Transaction History, and Resident Acuity Levels. Lynn explained the resident acuity levels chart. She said that means the resident’s maintenance level is low (21 independent residents that take care of their own medications), medium (22 residents that need some care), or high (8 residents that need more care and assistance). Skip said they would appreciate a key or legend that defines the acuity levels and Lynn said she would provide it.

**Administrator’s Report**

Lynn provided a written report. As requested at the last meeting, she tallied the volunteer and community service hours. For the month of April with the Sheriff’s crew, Adult Probation community service, juvenile crew, and the video crew it came to 286 donated hours. From January 1<sup>st</sup> to date there have been 1,161 volunteer and community service hours donated to the County Home. Some of the jobs they do are wallpapering, housework, floor care, cardboard recycling, yard work, scraping, planting, and furniture repair.

**COUNTY HOME ADVISORY COUNCIL MEETING  
WEDNESDAY, MAY 25, 2005**

Skip asked who would do this work if she did not get volunteers to do it. Lynn said she and the staff would, some would be hired out, but a lot would not get done. She doesn't know what she would do without volunteers, especially the Sheriff's crew. Skip asked if it were reasonable to assume that  $\frac{3}{4}$  to  $\frac{1}{2}$  of those 1,161 hours would have to be hired out and she agreed. He said that is a huge cost savings, and the Commissioners and public should be aware of that information. Lynn is saving the taxpayers money by finding these different resources and talented tradesmen.

Brian pointed out that it is a double benefit because for an incarcerated prisoner that costs the taxpayers money, at least the taxpayer is getting something back.

**Public Input** - none

**Adjournment**

The next County Home Advisory Council meeting is Wednesday, June 29<sup>th</sup> at 6:30 p.m. the County Home. The Finance Committee will meet beforehand at 6:00 p.m. The meeting adjourned at 7:15.

Respectfully submitted,  
Pam Vereb, Secretary