

**COUNTY HOME ADVISORY COUNCIL MEETING  
WEDNESDAY, NOVEMBER 17, 2004**

**Call Meeting to Order**

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, Randy Schmidt, Randy Bing, Craig Enoch, and Jo Becks.

Absent: Skip Sipos and Phebe Simpson.

The following Ex-officio members were present: Steve Hambley - Commissioner, John Stricker – County Administrator, and Lynn Remington – Interim County Home Administrator. (A sign-up sheet is attached.)

**Approval of Minutes**

The October 27<sup>th</sup> meeting minutes were emailed out in advance. Brian asked if there were any additions or corrections. There were none. Ken Miller made a motion to approve the minutes and Cheryl Scheck seconded. There was no discussion. All voted AYE and the minutes were approved.

**Committee Reports**

**Finance**

John Stricker, County Administrator, discussed the monthly budget report that was presented by Chris Jakab, Finance Director. Since the expenses were \$116,966.63 and the revenue was \$72,454.73, they are “in the hole” \$44,500.90. He explained that the “Tax Levy Proceeds” of \$47,271.01 is the second half settlement of the tangible personal property tax. The anticipated 12-1/2% reimbursement from the state has not arrived yet, but it should be here in November. That \$42,000 should offset the deficit. Operating expenses are up because it was a three-pay month that comes twice a year. There was \$4,750 in capital improvements for the month. That included replacing a handrail on the top floor that was so bad that it was a safety hazard.

Brian Feron asked if the driveway improvements had been paid for yet, and John said they had not. He said the contractor accidentally took down a wire so some wiring was upgraded and a new taller pole was installed. Brian asked Lynn Remington about the higher than usual equipment rental (\$235.30). She said they rented the Transit bus for an outing because it was safer and held more people than their van for the long trip to Amish country.

**Admissions**

Lynn Remington said the additions and corrections suggested at the last meeting have been put in the “Resident Handbook”, but they found another correction that needs to be made (typographical error on Page 3, 6.0). The pages will be double sided and it should be completed next week. Lynn said she was grateful to the Medina County Print Shop for their help. Jo Becks arrived during this discussion.

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### **Marketing**

Ken Miller said the video crew from the Medina County Career Center filmed at the County Home during the Veteran's Day celebration. He emailed the Commission for suggestions for the marketing/educational video and they will incorporate some of the suggestions – some history on the County Home; an interview with the Administrator; tour of the building and grounds; resident activities; outings; "Friends of the County Home"; and resident interviews, perhaps including a married couple.

Ken passed around a copy of the Trading Times that showed an advertisement for the County Home. They will put something in the Helping Hands seniors' newsletter soon. Information has been disseminated to county churches and organizations.

### **Superintendent Interview Panel**

Brian Feron said that they would be interviewing candidates on Tuesday, November 23<sup>rd</sup> at 6:00 p.m.

### **Interim Superintendent's Report**

Lynn Remington reported they had 5 inquiries this month and 2 new admissions for a total of 48 residents. The full time LPN is going to work less hours so they need to hire a full time person. Five people have been doing community service at the Home. The video crew started filming this month. All employees and residents have had their flu shots. Lynn said she has a Housing Network meeting tomorrow. Inspections have been done to the air compressor, kitchen, and the dry fire system.

Wanda Rowland, County Home employee, said their food inspection passed "with flying colors". The inspection takes place twice a year and the Health Department found no violations.

Lynn said the parking lot improvements are complete plus they got new phones. Future projects are the nursing station and repairs to the freezer door. Donations have been generous – 3 hams, 2 turkeys, a lamb, soap, sheet cake, ceiling fan, fruit basket and candy.

### **Recap Activities for Year**

Ken Miller gave a brief recap of the County Home Advisory Council's activity in 2004. They completed the Admissions Policy and Resident Handbook. They have initiated an extensive marketing program for the Home that includes a video, Housing Network participation, and ads in newspapers for exposure. The civil rights issue was resolved.

Brian added that they monitored the budget in an advisory capacity and fulfilled their role as liaison to the Commissioners and a conduit for residents' concerns. He also said they served as a reinforcement tool to get the capital improvements made. The wealth of experience of the

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Council has helped drive a lot of the changes. Brian said he would review the minutes and provide a recap report for the year.

Cheryl Scheck said they have a Finance Committee and they only met once. Their main concern now is to get the resident count up because the costs per resident increases as the numbers go down.

Emily Muscatello added that the Finance Committee was a short-term group initiated to get an overall picture of the finances. Chris Jakab, Finance Director, did a great job of explaining the financial picture. From here on in, it is just a matter of the financials coming in. A committee helped address the wages issue and the monthly rate.

John Stricker pointed out that the changes they made such as adding the incentives for third shift have enabled them to get and retain good employees.

Brian asked the group to email him if they have any other thoughts or suggestions for the recap.

Jo Becks mentioned on all the updating, repairs and renovations and Brian brought up the computerization.

**Other Business**

Brian said Tanya Rodgers called him this week and said her time schedule is becoming such that she felt it was best to resign from the County Home Advisory Council. The secretary will email Tanya to request that she submit her resignation in writing and the appropriate action will be taken to replace her. Steve Hambley arrived during this discussion.

There was a short discussion about how the terms of office go. Ken asked if the staggering of the terms was formalized. Steve Hambley said they never made any adjustments. When the terms run out next year the next round would have staggered terms.

Brian said this is the month to nominate the Chair to take over for 2005 year. Last year they did not have a meeting in December and he asked the group if they wanted to skip the December meeting this year.

Jo Becks moved that they skip the December meeting and schedule the next meeting for January. Emily Muscatello seconded the motion. There was no discussion. All voted AYE and the motion carried. The next meeting will be January 26, 2005, 6:30 p.m. at the County Home.

Brian opened the floor for nominations for Chair. Randy Schmidt nominated Emily Muscatello. Brian Feron nominated Ken Miller from Vice Chair to Chair. Both people said they were willing to serve. Jo Becks nominated Brian Feron as Vice Chair and he declined due to time constraints. Council decided to do a ballot vote with the person with most votes becoming Chair

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and the most votes for Vice Chair would be Vice Chair. The vote was tied at 4 each for Chair between Ken and Emily. The Vice Chair votes were 1 for Cheryl Scheck, 3 for Ken, and 4 for Emily. Emily made a recommendation that Ken serve as Chair and she would serve as Vice Chair.

Jo Becks made a motion that Ken Miller serve as Chair and Emily Muscatello serve as Vice Chair for the year 2005. Ken Miller seconded the motion. There was no discussion. All voted AYE the motion carried.

**Public Input** – none

**Adjournment**

Brian said that this is a great group that is doing nice work in keeping the image up and assuring the voters that they are doing what they were charged to do. They all take the responsibility very seriously. Hats off to a nice job and a nice year!

Emily Muscatello said she left County Home brochures at Akron City Hospital and Akron General Hospital last week. She will follow up with them in a few weeks with a copy of the ad. She had already given information to Southwest General Hospital. They just need to get the message out.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,  
Pam Vereb, Secretary