

**COUNTY HOME ADVISORY COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 28, 2005**

Call Meeting to Order

Chair Ken Miller called the meeting to order at 7:36 p.m. at the County Home with the following Council members present:

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

Absent: Randy Schmidt and Craig Enoch

The following Ex-officio members were present: Commissioner Steve Hambley and Lynn Remington - County Home Administrator

Review and Approval of Minutes for 10/26/05

The minutes were emailed out in advance. Ken asked if there were any additions or corrections to the minutes. Jo Becks moved to approve the minutes and Emily Muscatello seconded the motion. There was no discussion. All voted AYE and the minutes were approved as presented.

Committee Reports

Marketing & Technology

Ken Miller said the committee did not meet this month. They had been discussing the proposal in the budget and a respite program. The Marketing Committee feels they have gone as far as they can with the marketing piece. He asked if there was a public relations person available to “polish” the County Home’s image with marketing and if there were some funds available to tap into to get some help with a respite program.

Commissioner Hambley said they could get together after Lynn Remington gets back from the state conference with information. Then they can make a decision if they needed to hire a consultant, or if it is a matter of implementation. There is no marketing “guru” employed within the county so they would have to outsource. Usually department heads, along with their staff, come up with their own marketing plans. It is usually a matter of deciding the best way to get the word out. Since this is a special program, it is likely they will end up doing market research.

Ken said they needed to overcome the Home’s image to increase the daily resident count and bring costs down. They need someone that can “look outside the box” of their thinking and direct them. If they do their work all along, they won’t have to hustle when it is time to talk about the levy.

Finance Committee

Brian Feron said the Finance Committee met at 6:30 p.m. this evening. Chris Jakab, Finance Director, provided the budget numbers year to date and also five year projections. He presented a few scenarios of revenue stream based on the levy issue if a renewal or replacement were to take place. The numbers and dollars scenario seemed to be very realistic in light of the history. Chris said it would be best to let the budget process complete for the year end and have the final numbers to work with in January. Then they can look at the recommended rate at the February meeting. The unknown “wild cards” remaining are the Medicaid D programs, resident count,

COUNTY HOME ADVISORY COUNCIL MEETING MINUTES WEDNESDAY, NOVEMBER 28, 2005

number of full-paying residents, and the prospects of the adult daycare or respite program, which could have impact on the revenue stream.

Ken added that they wanted to thank Chris Jakab for the work that he did as it was very helpful.

Policies and Procedures

Emily Muscatello said that they are waiting to get the policies and procedures that Lynn has gone through. This will be a 2006 activity.

Finance Report

Ken said Chris Jakab reviewed the information he provided earlier. The group reviewed the October 2005 Monthly Report provided by Lynn Remington and Christine Sullivan. He asked Lynn if the ADAMH Board is now paying monthly.

Lynn said they are, but depending upon the mail delivery, they might get two checks in the same month. They are billing monthly and getting a regular cash flow.

Administrator's Report

Lynn Remington reported that at the beginning of the month they had 51 residents. One resident was released to rehab on 10/1 (deceased on 10/20), and one was admitted, so they are still at 51 total resident count. They had 12 inquiries this month and out of these, two look like very good prospects awaiting their doctors' approval. They had a fire pump inspection and exterminators serviced the building. Repairs were made to a whirlpool; insulation in the attic was completed; weather stripping was put on the double doors; the driveway and parking lot were sealed; painting was done to the kitchen hallways and stairwell by volunteers; 500 feet of drainage for down spouts was done by Sampsel Plumbing and Heating; and there was repair to the electric wiring in the air conditioning units. The cook has been going to healthcare seminars; the LPN and RN have attended healthcare seminars also; Chris and Angie attended supervisor seminars; and Chris, Mona and she have attended the Medicare D "circuit". Craig Enoch has signed up about 95% of the residents in Medicare D programs. They had fire drills and the fire department safety checked the Home. They had 41 individuals work 376 volunteer hours in October. There have been a total of 2,860 hours so far this year. Donations were: \$2,000 from Medina Moose, a \$350 memorial gift in honor of Judith Kalb, and the Home was given a case of apples. The monthly activities were: an Amish trip, tour of Winesburg Carriage, lunch at Grandma's Alpine Homestead, Fall Foliage Tour, Halloween Party, preschool reverse Trick or Treat, and Bingo.

Ken asked Lynn if they had done anything about distributing the Helping Hands letter. It is a great letter that gives an outsider's point of view.

Lynn said that was a good idea and they would make some for the Open House on Sunday.

Public Comment

Carole Feron asked if Chris Jakab said they had until August 2006 to decide if they want to put a County Home levy on the ballot and Ken said that was correct. Carole said that would only leave two months to do a campaign.

**COUNTY HOME ADVISORY COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 28, 2005**

Commissioner Hambley clarified that they can make a decision well before that. The recommendation can come from the County Home Advisory Council anywhere around May. Last year MCDAC ended up passing their resolution in June to put their levy on the ballot in November. Ultimately they need to make a decision about going on the ballot for a replacement or not, and they need to wait until all of the budgets are finalized. The budget hearings are in January and the Commissioners formally pass the budget in March. Then they can meet with Chris Jakab again and make a formal recommendation to the Commissioners to put it on the ballot.

Overview Accomplishment for 2005

Ken said the Council does an annual summary of the things that they have accomplished over the year. These are listed in Exhibit A. He asked if there was anything to add to the list of accomplishments.

Emily Muscatello added that the Policies and Procedures Committee completed the Residents' Handbook in 2005.

Ken said he would add that plus any other accomplishments that Council members want to let him know about. He will present the report at the January 2006 meeting.

Nomination for Chair for 2006

The floor was opened up for nominations for Chair for 2006. Jo Beck nominated Ken Miller for a second term and Emily Muscatello seconded the motion. There were no further nominations. Ken accepted the nomination and was unanimously elected.

Emily Muscatello provided some adult daycare information from a book written by the Ohio Association of Adult Day Services in association with the Association of Ohio Philanthropic Homes and Housing for the Aging. The book has an overview on how to get started, the operations, equipment needs, financials, trends, and marketing. She said it is an extremely well done organizational plan that includes resources of people to call for assistance. She called around and got an average cost to be between \$60 and \$95 per day. There is also sliding scale fees based on people's incomes. Some of the figures would need to be adjusted because the book is from 1998. There are no updates to the rules and regulations because nothing has changed. The Finance Committee would need to decide what the County Home would want to charge for these services. Upon questioning, Emily said there are no Medicaid regulations for adult daycare and there are no rules to govern it. She offered that the Policies and Procedures Committee could work on this with Lynn step by step. The group said it sounded like a good next step to take.

Adjournment

The meeting adjourned at 8:05 p.m. There is no meeting in December. The next meeting will be Wednesday, January 25, 2006 at the County Home.

Respectfully submitted,
Pam Vereb, Secretary