

**COUNTY HOME ADVISORY COUNCIL MEETING MINUTES  
WEDNESDAY, SEPTEMBER 24, 2003**

**Roll Call**

Chairman Chuck Hawley called the meeting to order at 6:33 p.m. at the County Home. The following members attended:

Present: Emily Muscatello, Cheryl Scheck, Ken Miller, Skip Sipos, Chuck Hawley, Brian Feron, Jo Becks, Randy Schmidt, and Randy Bing.

Absent: Tanya Rodgers

The following Ex-officio members were present: John Stricker – County Administrator, Joyce Farnsworth – County Home Administrator, and Lynn Remington – Assistant County Home Administrator. Also present was Carol Shockley from the Prosecutor’s Office. (A sign up sheet is attached as Exhibit A.)

**Approval of Minutes – August 27, 2003 Meeting**

Carol Shockley requested an addition to the minutes to reflect recognition of Ken Miller, Chair, and the rest of the Admissions Policy Committee that consisted of Skip Sipos, Tanya Rodgers, Cheryl Scheck, Laura Kuhl, Joyce Farnsworth, and Lynn Remington for their important contributions to the project. With that addition, Ken Miller moved to approve the minutes and Emily Muscatello seconded the motion. There was no discussion. All voted AYE and the minutes were approved.

**Report on Progress of Admissions Policy**

**Commissioners Resolution**

John Stricker said that on September 2<sup>nd</sup> the Board of Medina County Commissioners passed Resolution 03-714 approving the County Home Admissions Policies and Procedures. Everyone will receive a copy.

**Committee Reports**

**Facilities**

John Stricker said that the Highway Engineers would be getting bid specs for the parking lot project to him by Friday, hopefully.

**Technical**

Lynn Remington reported that the new computers are up and running at the County Home. Some of the outdated materials are hard to download. The new computerized payroll system has saved a tremendous amount of time. It only takes about a half hour for Lynn to complete payroll when it used to take about six hours. John Stricker added that the Data Board is researching the best method to get the County Home on the county’s backbone. They use the telephone dial up method now.

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### **Financial Report**

John Stricker passed out the Financial Report prepared by the Finance Director, Chris Jakob. He said that it was a standard two-pay month with nothing out of the ordinary. The County Home is still operating at a deficit because of the capital expenditures such as the roof repair and bathroom renovations. It will be a two or three year process that the Commissioners are committed to making sure they get done.

Chuck Hawley commented on the consistency in the number of residents in the Home. It usually runs around 50 to 51 residents.

Jo Becks moved to accept the month financial report and Cheryl Scheck seconded the motion. There was no discussion. All voted AYE and the motion was approved.

### **County Home Administrator's Report**

Joyce Farnsworth reported that there are 50 residents at this time. They purchased and installed a therapy tub for \$8,400 out of their donation fund. They also painted and put up a border in that room. New flooring was installed in the men's shower room and it was painted. The second floor shower room and women's shower room floor tiles are being installed. The motor was repaired on the dishwasher. Their elevator passed its inspection. They are receiving grant money to be put towards a new van.

There was a short discussion about marketing the County Home to get the numbers up. Referrals are usually word of mouth according to Lynn. They had an Open House recently and about 150 people attended it. The Rolling Thunder motorcycle group assisted them and they did a great job. Brian pointed out the nice piece on the County Home in the "Focus on Medina County – 2003 Guide to Services" provided by Medina County Commissioners that was a Gazette supplement two weeks ago.

### **Other Business**

Carol Shockley from the Prosecutor's Office said that they are proceeding with the Admissions Agreement. She gave Emily Muscatello a draft for the Admissions Policy to review that was prepared by Marty Sweterlitsch, the consultant. Marty tried to make it consistent with the Residents' Rights Act and County Home requirements. Emily said they are trying to omit redundancy and get it down to 5 pages from the original ten pages.

In other business, Chuck read the first bullet from the Guide to Services about the responsibility of the County Home Advisory Council to: "Provide advice to the Commissioners and the County Home Administrator in the operation of the County Home with regard to expenditures, staffing, capital improvements, programs, and policies." He asked Joyce and Lynn if there was anything in those areas that they are concerned about such as staffing. Lynn said that they are fully staffed and even have a backup person. John Stricker said that the new salary structure must be

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working, which provided incentives for working weekends, and second and third shift. He said that the County Home Advisory Council has clearly helped and Joyce and Lynn agreed.

Chuck read the second bullet that the Council is responsible for is to: "Prepare, recommend, and monitor a multi-year plan for the County Home which includes the identification of other possible sources of revenue, future needs capital improvements, and anticipated levels of staffing to maintain sufficient levels of services for the County Home residents." He said Skip Sipos has helped with a source for other financial resources through HUD. He asked Joyce and Lynn if there was anything that the Council has not addressed that they would like to see addressed. Joyce said some marketing after the first of the year might help to bring the numbers up to the 55 to 60 residents that they used to average. It was suggested they put together an informative pamphlet and circulate it to the Senior Network, Senior Icat, Family First Council, service groups, Leadership Medina, assisted living facilities, the Social Security Office, the Office for Older Adults, and other places that senior citizens frequent. Tours of the facility could also be provided.

Chuck said that the final bullet is to: "Make recommendations to the Commissioners regarding future property tax levies in support of the County Home", but it is too early for that.

Joyce said that a lot is going on and getting done at the County Home these days. Things that had been on the back burner for a long time!

John Stricker said the Facilities Committee could revisit the needs again in 60 to 90 days along with the Building Maintenance Supervisor, Tom Maupin.

**Public Participation**

Chuck asked some County Home workers in the audience if there was anything that is not being done that should be done. One lady said she is waiting on a dryer that is on order and it is due to arrive shortly. She feels that things are progressing.

There was a short discussion about the County Home disaster plan in light of the recent black out in the East Coast. Lynn said they reviewed their plan with the Emergency Management Agency. There is no back up generator except for the fire alarm system. The residents and staff would be transported by school buses if they needed to be evacuated. The Red Cross and the Lafayette Fire Department would assist with the plan.

**Adjournment**

The meeting adjourned at 7:10 p.m.

Respectfully submitted,  
Pam Vereb, Secretary