

## **County Home Advisory Council Meeting**

**September 29, 2004**

### **Call meeting to order:**

Chair Brian Feron called the County Home Advisory meeting to order at 6:35 p.m., held at the County Home, with the following Council members present (sign-in sheet is attached):

Randy Bing, Ken Miller, Randy Schimdt, Brian Feron, Phebe Simpson, Jo Becks, Cheryl Scheck, Emily Muscatello, Tanya Rodgers (Note: Brian Feron's new Email address - bferon@zoominternet.net)

Absent: Skip Sipos, Craig Enoch

The following Ex-officio members were present: John Stricker, County Administrator, and Lynn Remington, Interim County Home Administrator

### **Approval of minutes - August 25, 2004:**

The minutes for August 25, 2004, were distributed. All members present reviewed them. Mr. Feron asked for additions or corrections to the minutes. Cheryl Scheck stated changes to the last paragraph of page 1 and first paragraph of page 2 - "Cheryl to Emily". Other changes mentioned were on page 4 - paragraph 3, "Cook to Simpson", last paragraph "Westfield to Montville", and "Tanya Rodgers" removed from "present" list and placed on "absent" list.

With no further changes, the Chair requested a motion to approve the minutes as amended. Emily Muscatello made a motion to approve the minutes as amended and Cheryl Scheck seconded the motion. All voted AYE and the motion carried to approve the minutes as amended.

### **COMMITTEE REPORTS**

#### **Finance:**

John Stricker, County Administrator, presented the budget report to the members present. He stated the report was somewhat self-explanatory. He did not feel there was anything too unusual after reviewing the report. He stated there were no property taxes, no tax levy received, however, he mentioned there would not be activity in October, but distribution of revenues would be in November and December.

Cheryl noticed that "medical" had gone up again. Lynn Remington mentioned that they buy large quantities of medical supplies such as diapers, gloves, etc. John mentioned that "repair costs" were up. He said this included the breakdown of the compressor and freezer. Cheryl mentioned that the freezer was a "biggy". John agreed and mentioned the freezer repair was approximately \$1,600. Chair asked for any further questions on the budget report. No further questions or comments were given on the finance report.

## **Admissions:**

Brian asked for further updates on the handbook. Emily stated she had someone put together the book over the weekend. This was printed back to back so that the booklet would only be six pages when assembled. Lynn had an example of the booklet and mentioned the folded booklet would have a stronger back cover. She further stated the inside would have little triangles for pockets on both ends.

Emily and Lynn went back through the handbook and condensed the wording in the columns and paragraphs. Emily stated they changed "kitchen workers to kitchen helpers" due to the fact that they are not paid. She further stated the same situation applied to the "laundry". Emily mentioned there were two new statements in the booklet, which read, "Residents helping in the food/kitchen area must wear a hair covering and gloves. The dietary staff will train and monitor the resident on the use of the County Health Department Sanitation and Safety Rules." For the laundry service, the new statement read as, "Residents helping in the laundry area will be trained and monitored by the laundry staff on equipment safety and laundry sanitation". She mentioned that the new statements may prevent the new residents from interpreting these services as being paid jobs.

She mentioned the only other item left to do in the handbook is to condense the "table of contents" by changing the font. Emily mentioned after this was done, the booklet would be given to Lynn within a day or two to be delivered to the printer. She assured the Advisory Council members that the condensed wording has not change the substance in the booklet. Emily mentioned the printer will lay the booklet out as well as make the judgment on the margins and spacing.

Emily mentioned a statement was added regarding the nurse's station. This statement reads, "Our nurses are well equipped to handle all medical/emergency care or emergency issues. Our nurses also act as a supervisor to the Home in the absence of administration." She mentioned she had some concerns regarding the folded booklet, i.e. inserts or amendments. She suggested an 8 ½ x 11 booklet for six months to a year.

Brian questioned whether there was a revision date on the booklet. This would keep everything current and one would know when the last revision was made. John stated that a running revision list should be placed in the booklet. Randy Bing mentioned that Lynn showed him a similar booklet that listed "State advocates" with the telephone numbers. Those having a problem acclimating themselves would have a contact and number to call for advice. He stated the Home only has a pay phone and therefore maybe an address should be provided to residents. Emily questioned whether the booklet needed the list of the agencies. Lynn mentioned the residents get this information when they come to the Home. She stated that was one of the items they looked at when condensing the booklet. She also questioned whether they should still go with the "Resident's Rights" or the "Sign-in". Lynn mentioned that she has this posted, but everything is in the booklet. John mentioned that when the information is put in their "ready reference", no one can every claim that they don't have the information. Brian felt the families using the booklet would find it comforting to have the information.

Ken felt that possibly the older residents with eyesight problems would have a problem reading the booklet, although he had not had a chance to review the booklet. Emily stated that is one of the reasons why assisted living/nursing homes make their booklets 8 ½ x 11 is for the bigger print. She suggested that if the numbers (agencies) are going to be added then the "Resident's Rights" should

be included. John stated this would help us out in the long run. Mr. Bing suggested that some booklets be made with larger print. Lynn stated one size would be easier for the printer. Randy Schidmt suggested that if a resident has a hard time reading the booklet, they could ask someone in the family or someone available at the County Home to help. Emily stated that Cheryl suggested printing the booklet on larger size paper to accommodate the large print (i.e. Reader's Digest). She further referred back to the "Resident's Rights" issue and stated that this should continue to be called the "Resident Advocate" sheet because if this is called "Resident's problems and concerns", she felt the residents would start bypassing the administration.

Brian stated the two pieces should be finalized by the next meeting.

### **Marketing:**

Ken Miller stated he sent the Email. He made contact with Sherry Hoover, and she was very interested in the project (video for the County Home). Sherry will talk to her supervisor about the project and to get approval to send the students out with cameras and equipment. She will then get in touch with Lynn. Lynn mentioned that she contacted Sherry as well, but she had not obtained approval through her supervisor. Brian asked when the project would take place. Ken stated that there was no time frame. He stated that there would be some events that they might like to film for the video. Cheryl felt the students might not be ready for this project until the second semester. Ken mentioned that eventually a script would be need for the video.

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

Lynn Remington presented her report to the advisory committee with the following information:

- 49 residents presently - 50 previously, however, lost a resident this morning that had been at the Home for 16 years. 1 admission but had a resident move to another facility.
- Repairs: pipes upstairs to the main air conditioning unit are leaking on the ceiling. Recommendation was made to insulate these. Gutters and all outside items are up. We have a leak in the back that is being evaluated.
- 1 laundry aid resigned; hired 1 full time laundry aid
- 1 "sick leave" is back; 1 still on maternity leave; hired an intermittent aid
- Training - Topic of fire extinguishers and all employees attended. Had a great seminar on "Understanding Mental Health" put on by Tammy Weaver. The seminar was about 1-½ hours. All attended except for 2 nurses. Great seminars!
- Lynn mentioned she attended the Ohio County Home Association meeting.

Donations for the month:

- Case of toothpaste from St. Paul's Episcopal Church Women's Group
- 2 turkeys from Jones' Turkey farm (Lynn stated that from now until he runs out, the Home will be getting 2 turkeys every week which weigh 35 to 50 lbs.)

Events:

- Homecoming dance was today and everyone attended.
- Rolling Thunder picnic was last Sunday.
- BBQ chicken cookout by Dan Lloyd
- Youth group came out and had a campfire, S'more's, singing with guitars (Presbyterian Church on Rt. 18).

Misc:

- Carol Shockley has the "Admission Agreement" ready. John stated he hoped this would be approved by the next meeting.
- The "Pre-admission and Application for Residency" is ready. This just needs a few edit changes.
- Carol Shockley looked over some policies and procedures.
- John mentioned that the County has awarded a bid for paving the Home's parking lot. This should hopefully be done within the next month. This would be a tremendous improvement.

**ICAT Update:**

Brian Feron addressed the ICAT project that was discussed last month. He asked if there was any further update on this. John mentioned that there was nothing further other than the grant had been submitted, and he anticipates hearing something in November.

**Other Business:** None

**Public Input:**

Spaghetti dinner raised \$617. Emily Muscatello mentioned she had a check for \$50, which brought the total to \$667. Brian mentioned that a retrofitted motorized wheelchair was donated. Jo Becks complimented Lynn and her staff for the Senior's dinner. They did a great job. Randy Schmidt mentioned the upcoming Marine Corp Ball on November 6, 2004, Saturday evening, at Williams on the Lake. He mentioned that the donations enable them to give four gifts per child last year. Donations stay in Medina County.

Brian mentioned the next session for the Medina County Home Advisory Committee will be held on Wednesday, October 27, 2004.

Since there was no further business, Brian Feron moved to adjourn. Emily Muscatello seconded the motion. All voted AYE and the motioned carried. Meeting adjourned at 7:10 p.m.

Respectfully submitted,

Melissa K. Deming

