

## **COUNTY HOME ADVISORY COUNCIL MEETING MINUTES WEDNESDAY, AUGUST 25, 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, Skip Sipos, Randy Schmidt, Randy Bing, Craig Enoch, and Phebe Simpson.

Absent: Jo Becks, Tanya Rodgers

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 July 28<sup>th</sup> meeting minutes were emailed out in advance. Brian asked if there were any additions or corrections. There were none. Randy Schmidt 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. He said the expenses and revenues appear to be in line. Salaries are down because it was a two-pay month.

#### **Admissions**

Emily Muscatello passed around a revised draft Resident Handbook. She said Cheryl Scheck, Lynn Remington, and she condensed it. They used Carol Shockley's suggestion to put it into numerical order alphabetically. This way, if they have to add anything, they can just add a sheet and go with the next number. They have added a labor statement, and that will be the next number. The wording has been changed in this draft to more of a statement style. Residents' rights and financial obligations are explained to the residents when they enter the home and they signed off on it. Therefore, there was no reason to state it again in the handbook so that was omitted. They are going to continue to make the page size at 8-1/2" X 11" and print it double sided. They will follow this guideline unless there are other suggestions. Emily thanked Randy Bing, Lynn Remington, and the eight residents that she had a pizza party with while they critiqued the draft. She asked the group if the proposal of the draft in this form is acceptable. If so, she and Lynn will finalize it on September 14<sup>th</sup> so it will be ready for the next meeting.

The group discussed the draft and they will study it more carefully and report back to Emily by phone or email before September 14<sup>th</sup>. Emily Muscatello said she has some plastic covers that have a slide binding that she would donate. Pages could be easily removed and replaced when

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necessary. They are still undecided whether to add the disaster plan or not. Although the grievance procedure is included, Emily said they would separate it out as John Stricker recommended.

### **Marketing**

Ken Miller reported he is waiting to hear from the person at the Career Center that will be coordinating the work on the County Home informational video.

Brian commented that it would be nice to have some seasonal outdoor shots of the various activities before it is too late in the year. This would be a nice addition to the indoor shots.

Ken said he spoke with Ms. Cooper about getting some activities on video so she is aware of what they want. He said he would have something to report at the next meeting.

### **Superintendent Interview Panel**

Steve Hambley said they needed to discuss how Council wants to proceed in terms of their involvement in the Superintendent interview process. The Commissioners intend to advertise within the next month in the Gazette, review the applications, and do the interviews in October. They hope to appoint the Superintendent in November. They invite Councils' participation and he described the method they will use for the hiring process. They have the criteria for the superintendent's credentials so they will most likely have John Stricker and Gary Berkowitz, Human Resources Director, go through a preliminary screening process to identify the applicants that qualify to be interviewed by using a matrix. Past history has shown that less than 10% of the applicants are actually qualified. All of the resumes will be available for the Council to see and make recommendations. A small subcommittee of the CH Advisory Council could sit with the Board of Commissioners when they interview those that have applied. They can have the interviews in the evening to make it easier on those that work. They will be held in the Commissioners' Conference Room. He asked if this method would be agreeable to Council.

Brian asked if there were any other suggestions and if not, he asked if there were any volunteers for the subcommittee. The group agreed with the process and the following people volunteered to be on the subcommittee: Emily Muscatello, Cheryl Scheck, Brian Feron, Craig Enoch, and Randy Schmidt.

Steve said he would report back to his colleagues to firm up the process.

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

Lynn Remington, Interim Superintendent, reported that they have had a busy month. The women's first floor is done; a new dryer has been installed; they started painting porches; and the outside doors are being sealed; the tables and chair arrived today and they are in place. The dairy that has delivered products to them for 22 years is going out of business so they are seeking a replacement. The stones in the parking lot have been moved. The following items have been

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generously donated this month: the 4-H donated livestock and poultry; Jr. Leaders donated coupons for ice cream or milkshakes for those that attended the Fair; Kids Care group donated two 36" flat screen Sony televisions (it was suggested these be shown in the video), two electric razors, \$200 worth of gift certificates for Eat 'n Park; Litchfield United Church donated hamburgers and hotdogs during the Fair; and First Merit Bank donated \$150 for the Fair. Some of the other events were the Rotary picnic, the Litchfield Band and the Chatham ladies were at the Home last night for a party, residents went to a fishing party, they went to the Brown's training camp, and the usual shopping, bowling, swimming, movies, and the walk-about. They have 50 residents at this time. Two employees are on medical leave. Jodita had a baby boy today. They will be hiring an employee next Monday.

Upon questioning, Lynn said the processing of the livestock was donated as well. She will send Thank You notes to all of the donors.

### **Other Business**

Steve Hambley passed out brochures about the Medina County Housing Network. They created the Network under the Board of Commissioners last December. There are 17 agencies and 23 members involved, and their intention is to coordinate some of the housing activities within the county, find additional funding sources, and assist in providing funding and services for housing to people in the community. To coordinate the activities in a more strategic fashion, they created the Inter Community Assessment Team (ICAT) model. This initiative resembles the Youth Services and Senior ICAT that have been in existence. For example, if one agency cannot provide all of the services, another agency such as Job & Family Services or MRDD might be brought in. They would make sure the person does not "fall through the cracks" or fall out of the system. They are going after grant money from the Housing Trust Fund to help fund a coordinator's position. This administrative/clerkical position would coordinate not only in a case management approach, but also help coordinate the Housing Network itself. The members meet on a monthly basis. They are looking at facilities for transitional housing (homeless shelter), and a more permanent place for Operation Homes.

Steve said the reason he is bringing this information to the County Home is because they also see a role for the County Home, Lynn, and the other staff. They are looking for the ICAT position to assist the County Home Superintendent and take on some administrative responsibility such as intake – to do background checks and get the paperwork together for those entering the County Home. It would still be the Superintendent's decision whether to take applicant or not. They have the skill level of the individual identified, and they would like a licensed social worker. The position would be created under John Stricker.

Steve said the program expenditures and revenue were listed in the other handout he passed out. The second page identifies the program revenue that they are proposing. The County Home levy fund will share in the cost of \$3,517 for this program year and for next year. They are applying for two-year funding from the Housing Trust Fund. It is not a grant that ends and

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disappears, but it is a probable renewable funding source. The Housing Trust Fund received a big revenue boost last year from changes by the state government. County Recorder fees were substantially increased and \$1.2 million from the Medina County Recorder alone goes straight to the Housing Trust Fund. This grant is to start the trend to get some of that money back in the county. Overall total program revenue is \$75,349 for this particular program with a Housing Trust Fund support of services of \$50,232. This one individual would have a direct benefit not only to the County Home, but also Metro Housing, ADAMH Board, MRDD/Creative Housing, Operation Homes, Matthew 25, Battered Women's Shelter, Job & Family Services, and other non-profit and religious agencies. They have received many letters of support so far and John Stricker listed them. The application is due September 2, 2004. The Commissioners discussed it last Monday during the Discussion Session and both Pat Geissman and Sharon Ray were in consensus with it. The Housing Network approved this approach two weeks ago and recommended it to the Commissioners. Steve said it is unique but it makes some sense in terms of coordinating all the area's resources and help identify problems. There are 1,500 people on Metro Housing's waiting list, for example. The involvement with the County Home is important because they have a resource. They are looking for some support from the County Home Advisory Council or any comments on areas of concern. The intention is to work with the public entities as well as the non-profit entities to coordinate services and do some better planning. The Housing Trust Fund had some other areas that they will be applying for after they have more of a background.

Upon questioning by Brian about how a person makes a selection, Steve said they cannot tell people where they need to go. They give them consumer choices. Given certain conditions – the ICAT coordinator who knows the system, will tell them what places can take them.

Phebe Simpson asked where the office would be and Steve said first they needed to get the grant. There are office facilities available in the Human Services Building and Veterans' Services Building by Northland Drive.

Steve said the future funding requests would be for permanent housing. They realize that there is a large need for transitional housing. This first step will give them the ability to measure that and the next time they go for more money from the Housing Trust (next year) for a transitional center, they will have numbers to back the need up. This will also help validate some of the other housing network initiatives.

Brian Feron moved that Council supports the initiative of the pilot program and they look forward to future updates. Ken Miller seconded the motion. There was no discussion. All voted AYE and the motion was approved.

### **Public Input**

Carole Feron, Montville Township, said she received an email today from someone that is concerned that the County Home was not going to be included in the Housing Network.

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Steve assured her that the County Home would be included. The reason for that person's concern was probably from an issue with the United Way's Housing Task Force. Steve said he was invited to participate in that a couple of years ago when the County Home was on the ballot. As a Commissioner he participated to represent the County Home. They want to make sure the relationship increases and Lynn has been invited to the next meeting. Fair Housing will be doing a presentation. Skip Sipos is a member of the ICAT, which is an idea that he and Skip came up with three months ago. They wanted to get the County Home in on it as well.

Cheryl Scheck asked if the network services were not just for individuals – if they service families with children, and Steve said yes. Brian added that that is the beauty of it. If it does not fit one group, this person could help guide them to a group that best fits the person or family's needs.

Carole told the group about the upcoming Friends of the County Home Spaghetti Dinner Fundraiser on September 25<sup>th</sup> at the Chatham VFW Hall from 4:30 to 7:00.

**Adjournment**

The meeting adjourned at 7:25 p.m.

**Next Meeting**

The next meeting was scheduled for September 29, 2004 at the County Home.

Respectfully submitted,  
Pam Vereb, Secretary