

# **County Home Advisory Council Meeting**

## **October 27, 2004**

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

Chair Brian Feron called the County Home Advisory meeting to order at 6:34 p.m., held at the County Home, with the following Council members present (sign-in sheet is attached):

Craig Enoch, Randy Bing, Ken Miller, Randy Schmidt, Brian Feron, Phebe Simpson, Jo Becks, Cheryl Scheck, Emily Muscatello, Tanya Rodgers, Skip Sipos, Commissioner Steve Hambley

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

### **Approval of minutes - September 29, 2004:**

The minutes for September 29, 2004, were distributed. All members present reviewed them. Mr. Feron asked for additions or corrections to the minutes. Ken Miller referred to page 3, under "Marketing". He stated "Shirley Hoover" should be changed to "Sherry Hoover".

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

## **COMMITTEE REPORTS**

### **Finance:**

John Stricker, County Administrator, referred to the handout revealing the Home's operating costs and resident's cost. Each member received this handout as well. He mentioned the report was unremarkable with the exception of the property tax settlement. He referred to the last page of the report, column depicted as "September 04", which revealed the tax levy proceeds of \$301,537.68. This is the second half of the real property tax. Mr. Stricker further explained that the County Home normally receives a check for Homestead and Rollback of 12.5% in the amount of \$42,000 and the distribution from tangible personal property tax, which should be another \$47,000 in October. He concluded that he did not see anything else too unusual.

Mr. Feron requested questions or comments regarding the finance report. Mrs. Becks mentioned that she thought Mr. Stricker said a time would come when there would not be a deficit. Mr. Stricker stated that was a true statement, but it would take a year or two to get to that point. He stated they are headed in the right direction. He stated the first year was difficult because there were some repairs that needed to be made which adversely affected it (bottom line). These repairs were probably a little more than anticipated. Cheryl Scheck noticed that capital improvements were still up at \$5,000. Mr. Stricker agreed and mentioned the parking lot improvement was not cheap.

### **Admissions:**

Lynn Remington passed out the new Resident Handbook. She stated that Lisa from the Print Shop has been working with her on the Handbook. She stated there are changes and typos that need to be made. Ms. Remington stated she is talking with the Lafayette Fire Department and Andre` who feel that it is very good to have the layout of the Home in the Handbook as well as a policy (fire drill). He is working with her on updating this information. Emily Muscatello questioned whether the Handbook would be back-to-back pages. Ms. Remington stated it would be. Comments from some of the Board members were very positive and they are pleased with what was provided to this point. Ms. Remington referred to the Table of Contents and mentioned that Lisa shortened this to one page. She also stated that Lisa liked the folder idea with the pockets on the side so that all paperwork can be kept in the pockets. She mentioned that Lisa was thinking about a sticker on the outside of the book - County Home, address, and a logo on the outside. Ms. Muscatello stated she had 100 of the pocket file folders. She thought they were either blue or green. She would be glad to provide these for the Handbook.

Mr. Feron stated the status of the Handbook was 99% complete with just some minor modifications and final approval. Commissioner Steve Hambley referred to page 6, section 21 - First floor 1A section and then Second floor. He didn't think this was indicated in the Handbook. Ms. Remington agreed and stated that was one of the changes that had to be made. Phebe Simpson questioned why the Table of Contents was out of alphabetic order somewhat. Ms. Muscatello stated the "key areas" were all in alphabetical order, but some of the smaller areas were not in order. Ms. Remington stated that these could be switched around. Mrs. Simpson referred to Nursing Service, Over-the-counter Medicine, and Pet Visiting, which could be switched around. Ms. Muscatello stated if changing to alphabetical order, then "clothing becomes #4, Dietary would be #5, Direct TV would be #6, Financial would be #7, and then Over-the-counter and Pet" would be switched with #18 and #19. She stated this might end up on a different page due to how this is laid out.

### **Marketing:**

Ken Miller stated that he has been in contact with Sherry Hoover. She obtained approval to go ahead with the project. She has all the releases and everything she needs to precede. A schedule has been faxed to her that lists the events at the County Home that they can film. Mr. Miller mentioned that once they get enough filming completed then that would be the time to sit down to look at what to edit out, what to leave in, and what kind of text to add to the film. Ms. Remington mentioned that she needed to give Sherry enough notice on certain events with approval for the student to come and film. Randy Schmidt suggested that Lynn be involved with this to help dispel some of the rumors about the County Home. Mr. Miller suggested that once the film is put together, they may want to have Lynn doing an interview in the background talking about situations at the Home as well as the activities that are available and what the public should know about the Home.

Mr. Miller referred to the ad that was done. Ms. Remington stated that Lisa also worked on the ad (samples were available to view at the meeting). Mr. Feron questioned where the ad would appear. Ms. Remington stated the ad would appear in the Trading Post (Medina County area only).

Ms. Muscatello suggested filming events during Thanksgiving and Christmas as a good start. Ms. Remington agreed that the perfect time to film would be now. Randy suggested that they come and film on November 11<sup>th</sup>. He stated that every year on November 11<sup>th</sup>, the Disabled American Veterans bring a new flag for the Home, honey baked hams, and have lunch with the residents at the Home.

Ms. Muscatello mentioned that she is working on a marketing project where she will be meeting with the social workers at Southwest General Hospital and Parma Hospital in the next month. She asked Lynn if she could talk to the social workers about the Medina County Home. She stated that a lot of the residents from Medina County go to both Southwest and Parma Hospitals. Some people that go through the emergency rooms could come back to Medina County. Many people end up at the assisted living facilities in Berea and Parma. This could be another option.

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

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

- 0 admissions
- 2 releases - 47 residents
- 4 inquiries - 2 will be interviewed next week (a married couple)
- Repairs: heightened the railing of the main stairway; ordered new dumpster for the parking lot which will be delivered next week, tearing out one bedroom - has a ceiling problem; almost done with the nurses station - painting, putting up wallpaper and border; the outside of the pump house was painted - eventually will have a water damage problem, but have camouflaged with paint right now - small problem right now. Could be good for another year, maybe two.
- Employees have been reupholstering the straight back chairs. She had a person come out to do his probationary time/community service. He re-varnished, stained, and put them back together.
- Working with Andre' getting the fire information together. She stated the facility has not had an inspection and therefore, he will come out and do an inspection.
- Window treatments in the dining room are almost done. Tablecloths are on.
- Elevator inspection, call system, and an issue with the door timing - haven't heard where to go with this yet.
- Fire suspension system in the kitchen needs to be updated to a wet system (inspected also).
- Ceiling leak in the activity room and shower room.

Donations for the month:

- 4 big turkeys - told Jones' to hold for a while
- Mack's Food locker called yesterday stating their freezer was down. They had lots of ice cream. They wanted us to come and get it. Took coolers over and got ice cream.
- Medina Steakhouse - weekend of breakfast food.
- Black River Church - Swiss steak dinner.
- Game Warden was here this week - he took a picture and gave the County Home ground pheasants (Lynn thought it was the Game Warden).

Outings/Events:

- Went on the Amish trip to Rolling Ridge Ranch, which is a petting zoo, rides, etc. They had lunch at Miller's Home Cooking and attended the flea market.
- Fall Foliage Tour
- Pre-school trick or treat was today
- Thursday is the Halloween party

Misc:

- Have begun to receive calls for Christmas lists, parties, and bookings.

**Other Business:** None

Tanya Rodgers asked Lynn if the inquiries have mentioned where they have heard about the County Home. She stated one came from Dawn Kovack and the other couple knew about this facility.

Mr. Feron suggested the members begin recapping the key issues, activities, accomplishments for the past year as well as setting the tone for 2005. He stated the committee might want to focus more on marketing and helping the Home in any way possible. He also mentioned the Council should set up a planning agenda as to what should be accomplished next year.

Chair further mentioned that the Chair position rotates at the beginning of January and the Vice Chair is normally appointed from the Committee. Mr. Feron stated he would be stepping down from the position of Chair and therefore, would be open for nominations.

**Public Input:** None

**Adjournment**

Since there was no further business addressed, Brian Feron moved to adjourn. Emily Muscatello seconded the motion. All voted AYE and the motioned carried to adjourn. Meeting adjourned at 7:05 p.m.

Respectfully submitted,

Melissa K. Deming

**Note: Committee agreed to have their next scheduled meeting on November 17, 2004, at 6:30 p.m.**

