

**MEDINA COUNTY DRUG ABUSE COMMISSION (MCDAC) MINUTES
MONDAY, DECEMBER 2, 2002**

Roll Call

Chair Wally Schaedel called the meeting to order at 6:07 p.m.

Present: James Bigam (Commissioners' Representative), Sharon Danko (Medical Society's Representative), Wally Schaedel (Medina City Representative), Kent Patterson (Police Chiefs' Representative), Lawrence Hering (Villages' Representative), William Koran (Schools' Representative), Joe Destro (Brunswick City Representative), Joe Lewandowski (Townships' Alternate Representative), and Cliff Novak (Brunswick City Alternate Representative).

Absent: Jeffrey Vogel (Townships' Representative), Ron Likely (Wadsworth City Alternate Representative), Ralph Copley (Wadsworth City Representative) - excused, Michael Jervis (Villages' Alternate Representative), and Julie Reeves (Medical Society Alternate Representative).

Also Present: MCDAC Executive Director Kathy Yuzwa.

Review Minutes

Mr. Schaedel asked if there were any additions or corrections to the November 4, 2002 minutes. Joe Destro moved to approve the minutes and William Koran seconded the motion. There was no discussion. All voted AYE and the minutes were approved as written.

Old Business

Update on New Director

Commissioner Hambley invited the Board to participate in the interview process for the MCDAC Executive Director's position. Interviews will begin at 9:30 a.m. on December 12th at the Commissioners' Office. Resumes of the candidates were in their packets for review. Larry Hering and Kent Patterson arrived at this time.

MCDAC Commission Retreat – January 2003

After a short discussion the group agreed on the dates for the retreat. *Joe Lewandowski moved to hold the MCDAC retreat on Tuesday, January 21, 2003 and Wednesday, January 22, 2003. Joe Destro seconded the motion. There was no discussion. All voted AYE and the motion carried.*

Ms. Yuzwa said that the facilitators processed their invoice for half of the work done so far at \$500.

Mr. Schaedel said that he talked with Jeff Vogel and his conflicts that have caused him to miss some meeting should be ending after December.

The group will look at the By-laws regarding the terms of alternates and other term issues at the retreat. Some terms are up in January so these issues need to be resolved.

New Business

Medina Chamber Business Expo

Ms. Yuzwa recommended that MCDAC reserve a booth at the Medina Area Chamber of Commerce Business Expo to be held on Tuesday, March 4, 2003. The cost for an 8' X 5' booth is \$350. It would be excellent exposure and they could have give-aways and handouts for the Chamber members. She reminded them to have the Print Shop redo the brochures with updated information.

Jim Bigam added that the Expo was held at Westfield Companies last year and it was well attended. Chamber members went from table to table updating themselves on what was going on with each business.

Will Koran moved to have MCDAC participate in the Medina Chamber Expo and Jim Bigam seconded the motion. Ms. Yuzwa said she would send in the contract right away. Mr. Schaedel said they will need help operating the booth for the all-day event. . Ms. Yuzwa explained that set up is between 8 and 11 a.m.; there is a vendor-to-vendor hour from 11 to 12; the expo for the general public runs 12 to 5; and there is a Business After Business from 5 to 7 p.m. There was no further discussion. All of the Board voted AYE and the motion carried.

Executive Director's Report

2001 – 2002 Annual Grantee Reports - Wadsworth

Ms. Yuzwa stated Wadsworth sent in their report from last year and their first "Request for Funds" form. They wanted all of their money at once. Ms. Yuzwa said she would call them tomorrow and let them know that it does not work that way, and they will process the paperwork again.

Refund Dollars Total

Ms. Yuzwa reported on the refunds from the grantees as follows:

Sharecluster	\$ 9.18
Black River School District	\$ 1,815.37
Drug Task Force	\$ 907.34
Wadsworth City	\$ 7,934.16
Cloverleaf School District	\$18,384.00

She said that Chris Jakab, Finance Director, had estimated close to that amount for this year, so the finances are in line. She and Chris went over all of the files together so he is aware of everything and will follow up on any unresolved issues. She reminded the group to be sure to get complete accountability for spent grant funds so that they are assured that what was approved is actually what is happening.

2003 Budget

Ms. Yuzwa said that MCDAC's budget is due tomorrow. She recommended the Board keep the budget exactly as it was last year. The Budget Report was provided in the packet, which the group reviewed and discussed. The first three pages are expenses and revenues as of December

2nd. The ending pages are an actual breakdown of the year's budgeted amount of expenses by category per month. Ms. Yuzwa explained that even though the report says November 30th, it could not be a true picture because of the lag in processing some checks that takes until about the 10th of the following month. Commissioners are the ones to approve the MCDAC budget.

Mr. Novak questioned the "Other Revenue" \$13,422.71 amount. Mr. Koran said that is Auditor rebate fees returned to the schools.

Mr. Bigam made a motion to recommend to the Board of Medina County Commissioners that the budget for the operating expenses of MCDAC stay the same as last year. Mr. Koran seconded the motion. Ms. Danko asked if there is enough money to pay for the Chamber Expo expenses in the budget. Ms. Yuzwa said that would fall under contract services and there was enough funds to cover the expenses. There was no further discussion. All voted AYE and the motion carried.

Health Department Grant – Ending Nicotine Dependency

The MCDAC Board reviewed and discussed all of the information and correspondence that has been accumulating regarding the \$8,300 "Ending Nicotine Dependency" grant. Ms. Yuzwa said that when she received the "Request for Funds – 2nd Quarter" form (page 4 of the packet) back from the Health Department, she called Aaron, the project leader, and told him that MCDAC did not appropriate dollars for salary and benefits and to have the fiscal agent contact her. Aaron told her that Sharon Danko had approved this and it was okay. Again Ms. Yuzwa told him that this was not what the Commission had approved. Chris Jakab, Finance Director, received a call saying that they would revise their budget that is on the two following pages of the packet.

Ms. Danko said that she got a letter from Chris Jakab saying that there was a problem. She explained that the Health Department sent the letter to MCDAC saying they would accept the grant under the four conditions and they approved it. The condition was that the Health Department would fund the personnel for the program from MCDAC dollars and it was a miscommunication of what people thought supplanting funds were. Nowhere in the definition in the guidelines does it say that you could not use existing staff for new programs. When the MCDAC Board approved the conditions, the Health Department went ahead with the program to include 15% of Aaron's salary for the program. To alleviate the confusion, Pat Stevens, acting Health Commissioner, revised the budget to utilize the dollars to include paying for the staff to do the program.

Ms. Yuzwa said that it is her understanding that Ms. Danko is supervising Aaron on the project, which might be a conflict of interest.

Ms. Danko said Pat Stevens is the person that oversees the project leader with regard to the MCDAC grant.

Mr. Destro said that they basically are taking an employee that they already have on staff and saying that during the time he spends on this program in his regular 40-hour week, will be spent from MCDAC funds.

Ms. Danko said that Aaron documents how many hours he spends and what he is doing on a time sheet to show what he is doing to get this new program up and running.

Ms. Yuzwa said that the program has component and personnel to it and that becomes supplanting funds in her opinion.

Mr. Destro said that by including the salary in the grant, MCDAC is supplementing part of their payroll.

Ms. Danko said that the Health Department talked with John Stricker, County Administrator, and Chris Jakab, Finance Director, in Executive Session, and they said they are not supplanting funds.

Mr. Destro said that the funds are not over and above his regular salary.

Ms. Danko said that he is providing a new program for the county that the Health Department does not have additional dollars to do. No one with knowledge or background would want to be hired to do a program for four hours a week for eight weeks.

Mr. Destro said that MCDAC funds are supposed to implement the program—not pay for personnel that they already have on staff.

Ms. Danko said that MCDAC guidelines needed to state that--it just says they cannot fund a program that is already in existence.

Mr. Koran added that there are cases such as the schools, where they do use existing personnel, but they give stipends for people doing the work, over and above their regular 40-hours a week.

Mr. Novak equated it to teachers that also do coaching and get additional income.

Ms. Danko said that MCDAC approved the conditions that the Health Department presented in the letter at the October meeting.

The group reviewed the October minutes and the condition read: “The Health Department will fund the personnel for the development of the program.”

Mr. Destro said that the four conditions are just saying that they are going to separate what is Health Department property from what is MCDAC property or bought by them with MCDAC funds. It does not say anything about salaries except that the Health Department will fund personnel for the program.

Mr. Schaedel said that it was his thought that the grant was not for personnel.

Mr. Koran questioned the funding of “Other” and “Marketing” for \$5,200 for a \$3,000 program.

Ms. Yuzwa said that it was for mailings and newspaper advertising for the entire community to get referrals into this program, which is expensive.

Mr. Koran said that the revised budget dropped those expenses to \$120.

Ms. Yuzwa and Mr. Lewandowski left during this discussion.

Ms. Danko explained that they cut the program in half and will not have to do as much advertising. Incentives are also included in that amount that they do not have to buy now either.

Mr. Destro pointed out that they are still using the entire \$8,300 but now paying some of the salary.

Ms. Danko said that she asked the County Administrator if they needed to hire a new person to work on the new program and he said that they did not. She said the MCDAC Board needed to go back and revisit their definition of supplanting funds.

Mr. Schaedel read the MCDAC guideline - "In no event shall MCDAC funds be used to supplant existing programs or to fund programs which have been in existence within a period of 24 months prior to application". He said that the "Ending Nicotine Dependency" Program does not fall into that.

Mr. Koran said that it does not say anything about existing personnel. From that definition, that request is not out of line with MCDAC guidelines, although it is supplanting personnel. It is not supplanting an existing program.

Mr. Bigam added that the question was also given to the County Administrator and Mr. Patterson agreed.

Mr. Novak said that they moved the staff around to make the accommodations for this program. Other people picked up parts of that persons job and it went all the way around.

Ms. Danko said that the Health Department was originally going to hire Aaron part time. Pat Stevens asked her if any new MCDAC dollars for new programs would be available for Aaron's salary. Aaron would not work part-time and could not wait until the end of July (which ended up until the end of September) to be told they had grant dollars.

Mr. Koran made a motion that they approve the "Ending Nicotine Dependency" program's revised budget narrative and submit a budget dated November 14, 2002. Mr. Patterson seconded the motion. Voting AYE thereon: Mr. Koran, Mr. Bigam, Mr. Schaedel, Mr. Patterson, and Mr. Destro. Ms. Danko and Mr. Hering abstained. Mr. Hering said that he abstained because he still has a question on the supplanting funds interpretation. Ms. Danko said that is what Chris Jakab's letter said to him. The motion carried.

Mr. Schaedel said that there are two issues that they will need to discuss at the retreat—the alternate situation because it does not address the situation or state that the alternate can stay on the Commission forever plus the supplanting issue. Mr. Koran said that that since this is a Commissioners' Board, perhaps Commissioner Hambley could check the interpretation with the county's legal council.

Mr. Schaedel asked the group if they wanted to keep the meeting times the same and they thought 6:30 p.m. would be more convenient. *Mr. Bigam motioned to change the meeting time to 6:30 p.m. and Mr. Patterson seconded the motion. There was no discussion. All voted AYE and the motion carried.*

Mr. Schaedel opened the floor to nominations for MCDAC Chair. *Mr. Bigam nominated Will Koran and Ms. Danko seconded the motion. There were no other nominations or discussion. All voted AYE and the Will Koran will be the new MCDAC Chair.*

Mr. Schaedel opened the floor to nominations for MCDAC Vice Chair. *He nominated Mr. Bigam and Mr. Koran seconded the motion. There were no other nominations or discussion. All voted AYE and Jim Bigam will be the MCDAC Vice Chair again.*

NEXT MCDAC Commission meeting – January 6, 2003 – 6:30 p.m. at the Human Services Building (lower level).

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Pam Vereb, Secretary