

MEDINA COUNTY DRUG ABUSE COMMISSION (MCDAC) MINUTES MONDAY, MARCH 4, 2002

Roll Call

Chairman Wally Schaedel called the meeting to order at 6:33 p.m.

Present: Emil Stecki (Brunswick City Representative), James Bigam (Commissioners' Representative), Sharon Danko (Medical Society Representative), Wally Schaedel (Medina City Representative), Kent Patterson (Police Chief's Representative), William Koran (Schools' Representative), Jeffrey Vogel (Townships' Representative), Larry Hering (Villages' Representative), Cliff Nowak (Brunswick City Alternate Representative), and Paul Williams (Commissioners' Alternate Representative).

Absent: Roy Hogan (Wadsworth City Representative), Rick Schmidt (Police Chiefs' Alternate Representative), and Bill Young (Wadsworth City Alternate Representative).

Also Present: Commissioner Steve Hambley, Chris Jakab, Finance Director, and MCDAC Executive Director Kathy Yuzwa.

Approval of Minutes – February

The minutes from the February 4th meeting were mailed out in advance. Mr. Schaedel asked if there were any additions or corrections. Mr. Williams asked that the number of people that attended the Drug Free Workplace on December 6th be changed from 55 to 53 in his update on the second page. Further down in the same paragraph it should read, "Mr. Williams asked Ms. Yuzwa to consider the DFWP as an adjunct to the MCDAC website" (not e-mail). Also, omit "automobile" in front of accidents because it refers to any accident. *With those changes, Mr. Hering moved to approve the minutes and Mr. Vogel seconded the motion. There was no discussion. All voted AYE and the minutes from February 4, 2002 were approved.*

Old Business

Home & Flower Show – March 16 & 17 Shift Sign Up

Ms. Yuzwa stated that MCDAC has reserved a booth at this year's Home & Flower Show. She passed around a sign up sheet encouraging the Board to sign up for a slot or to help set up or tear down. Mr. Schaedel said that he would also be asking the grantees for their participation.

MCDAC Retreat

Ms. Yuzwa said that due to conflicts the April 6th date for the retreat would have to be rescheduled. The group will plan for Saturday, June 1st depending on the availability of the facilitators and the room at Medina General Hospital. The times will be from 7:30 a.m. to 4:30 p.m. It will be a day of team building and discussion. Ms. Yuzwa said that the cost involved would be \$1,000 plus expenses for the facilitators (Peggy Spraggins and Nancy Jacobson), and money for food and supplies. There is no charge for the room or equipment.

Mr. Schaedel said that the proposed agenda for one session could be team building, the mission and vision, membership, rights, roles and expectations of Board members, and the same for the

Executive Director. The other session could be the by-laws and goals, and process for communication between the Board and Executive Director and between Board members. He said that any other suggestions were welcome.

New Business

Chris Jakab Grant Funding Overview

Ms. Yuzwa passed out sheets with three options for the amount of money to give out for MCDAC grants for the next five years. Option #1 awards grantees \$1.15 million per year leaving an estimated ending balance of \$22,768. Option #2 awards \$1.2 million per year and a balance of (\$227,232). Option #3 awards \$1.3 million per year leaving a balance of (\$727,232). Another sheet listed the funds availability with the Brunswick allocation for 2002 on the flip side, which was presented to the Commissioners and approved last week. Mr. Jakab offered to answer any questions from the group.

Mr. Koran asked if the fifth year was only expecting a half-year's collection. Mr. Jakab said that is correct – the \$666,778 covers the first six months of the last fiscal year of the collection period for the levy. The idea was to not commit resources beyond that five-year period. Ms. Yuzwa added that it gives MCDAC a strategic look at how to move forward over that period. It also gives the grantees more of an opportunity to do long-range planning and show other potential sources of funding that they have a commitment from MCDAC. It makes them much stronger in their presentations than if they had to speculate what their funds would be from year to year.

Mr. Stecki asked Mr. Jakab which option he would recommend. Mr. Jakab said that it is important to avoid the peaks and valley of the funding situation, which could wreak havoc on programs and cause frustration. Sticking with the \$1.15 million would assure MCDAC of steady funding for the programs for a five-year period. They could still review it as the year progresses and make the corresponding adjustments.

Mr. Koran said that he believes that going with the first option is the fiscally prudent way to go. It is not a large carryover at the end of the five years but it would serve to fund the grantees for the full five years and still end up in the black.

Mr. Williams agreed with one exception. He feels that it is unrealistic to not expect any escalation. Mr. Jakab said that there is a 2% increase on an annual basis on the property taxes, which is a conservative estimate. It is based on the values of new construction.

Mr. Hambley asked Mr. Jakab if the next triennial estimate update would be FY05 and Mr. Jakab said yes. Mr. Hambley said that might boost them up a little in FY06.

There was discussion about how much revenue would be generated from the levy. Mr. Jakab stated that the \$1.15 million per year represents approximately a \$275,000 increase over the current fiscal year's grant total. They used a 4% per year administrative increase. Much of that increase is based on increased health insurance rates.

Mr. Koran made a suggestion that they increase in \$25,000 increments, granting \$1.1 million the first year, \$ 1.125 million the second year, and accordingly \$1.15 million, \$1.175 million, and \$1.2 million and it would equal the same thing as \$1.15 million across the board.

Mr. Schaedel asked when they needed to announce the amount that is available for the grantees. Ms. Yuzwa said she would like to put an ad in the newspaper this week if possible and the amount available could be omitted. She said that the people should be writing the grants according to their needs. The Drug Commission would fulfill those requests to the best of its ability. The last two funding options were discarded because the group being fiscally prudent did not want to end up with a deficit.

Ms. Yuzwa said that the next decision was to decide if they wanted to keep it stable across the funding cycle, which goes in line with the levy as the dollars come in. She said when she does a multi-year grant she likes to know exactly that she is getting X amount of dollars per year. It is easier to operate, figure out budgets, and to look for additional funding if necessary.

Mr. Bigam reminded the Board of their commitment to the Drug Task Force to bring them up to speed. Mr. Vogel asked how much it would take to hire the agent plus overtime that was needed and promised. Mr. Jakab said that would take about \$84,000. Mr. Stecki said that Fred Wolk, DTF Director reduced the DTF budget approximately \$130,000 from his original approach last year but he said that there were some items that they could do without. He does not want to do without the agent, the vehicles, and overtime again this year. Mr. Stecki thought that it would take about \$110,000 to bring DTF up to the desired level taking into account salary increases.

Mr. Hambley said they also need to decide if grantees should be told to expect reducing their dependence upon MCDAC in a couple of years. Mr. Bigam said that they could expect reductions from most of the grantees except for the DTF, which is considered the county's enforcement wing and is a constant. Mr. Schaedel said that if they increase the DTF by \$100,000 that would leave \$40,000 additional for the other grantees. Mr. Williams suggested they keep some in reserve. Mr. Stecki suggested setting it aside for mini-grants as they have done in the past. Mr. Koran said that there is often an inflationary factor with levies where they save some from the first year to make up for a deficit in the fifth year. That would be considered budgeting – not banking.

Ms. Yuzwa explained the yellow sheet that shows funding options for funding cycles. The shared costs can be mixed and matched into different combinations. The first method is a breakdown in categories of grantees - ongoing programs, expansions, and new projects. The dollars are put into percentages and awarded accordingly. The second method shows grantees' matching dollars, cash matches of straight matches across the board, or a cash match for salary and benefits, and a percent for in-kind services. The third method shows step down funding where grantees would get the full amount of the grant the first year and every year for four years it goes down 25%. In the fifth year they would be looking for outside funding. The continuation of projects would designate a dollar amount and would set a percentage figure that the grantee would match in some way. The fourth method covers charter programs as a percentage or a designated dollar figure. This opens the door for other projects. The fifth

method looks as the standardization of some of the fees that some of the grantees are paying. If they ask for training for example, it would be funded in a range or a set dollar amount. And the final method funding is no change from previous years.

Mr. Koran pointed out that MCDAC's grant money is tax supported that the community earmarked for a purpose. Most grantees are public agencies. Consequently, they do not have a way of making more money unless they pass a levy. He asked the group to reconsider asking for shared costs because their budgets are already set and extended out for five years counting on MCDAC funding. On the other hand, the guidelines for fees are excellent tools for things such as consulting fees.

Ms. Yuzwa said that in her research of the charter program, MCDAC was set up to be startup funding – not a continuing source except for a few that were specified. If grantees are not told this they are being set up for failure. It is MCDAC's responsibility to be supportive and help programs find other options and funding sources as a county entity because we want them to continue to serve their populations.

MCDAC Request for Proposal Timeline

Since all the grantees came in for a six-month review recently, Mr. Schaedel asked the Board if they wanted to modify or eliminate some or all of the grant hearings. He suggested that the Board review the grant applications and if they need to talk to a grantee they could set up a meeting with of them and the group agreed. Ms. Yuzwa passed out a timeline to assist in the process.

Mr. Koran made a motion to set the grant cap for the FY02 at \$1.1 million dollars with an escalator of at least \$25,000 per year throughout the remainder of the grant period. This could be increased if the ledger shows that they have additional income and the Board passes the increase. Mr. Stecki seconded the motion. Mr. Williams said they could increase the administrative costs by 4 or 5% per year. Mr. Vogel stated that he would like to see a specific targeted amount with the understanding that there is flexibility if necessary. Mr. Schaedel said that perhaps it should be stated a minimum increase of \$25,000 per year to permit them not to have to come back to the table when there were additional funds. Mr. Jakob said the motion could say "subject to annual review" and Mr. Koran said he was amenable to that amendment and Mr. Stecki seconded the amendment. Mr. Schaedel asked if this also included the 4% minimum increase in the administrative costs. Mr. Koran said that \$25,000 was the bottom line budgetary figure on the grant money available. Mr. Hambley said that the Commissioners adopt that individual line item as an increase in expenditures. It is a budgetary plan and would be reviewed every year.

Mr. Koran restated the motion as amended and seconded that the total amount of the grant available for this year is \$1.1 million, which includes the Brunswick Medway payment, and they would look at a \$25,000 increase per year as per annual review over the period of the levy. All voted AYE and the motion carried.

MCDAC Grant Format

Ms. Yuzwa passed out the grant format information. She said that there are some changes and enhancements. Ms. Yuzwa will put the display ads and press releases in the newspapers and the group will meet on April 1st. Mr. Koran suggested that Ms. Yuzwa send out a letter with the application packet with the cost containment measures setting caps on outside consulting, speakers, training, supplies, printing, etc. Ms. Danko arrived during this discussion.

Mr. Stecki questioned a topic proposed for discussion at the retreat. He felt that a process for communication between the Board and the Executive Director and between the Board members themselves would not be a good thing. If they limited or told the Board how to communicate that would ruin how the Board operates. He suggested that that item be scratched from the proposed agenda. Mr. Koran said that they have to deal with the Sunshine Law so there needs to be some caution with communication at some functions. Mr. Stecki agreed and requested they have a Sunshine Law discussion instead.

Mr. Vogel said that the funding options should be discussed further because they would have such an impact in terms of encouraging grantees to develop new projects. He said that Ms. Yuzwa has brought an objective point of view in pointing out that some of the grants are stagnant. Ms. Yuzwa asked the group if they wanted to get together to discuss options. Mr. Hambley threw out another option that the state legislature does, which is a biennial budget and would take into consideration the expansion. It gives stability to charter projects but it does not give a guarantee of funds beyond the two years. Mr. Stecki suggested that Ms. Yuzwa, Mr. Hambley, the Chair and Vice Chair get together and present the best format. He asked if they could continue to have the quick grantee reviews. Mr. Schaedel promoted having three or four grantees per session to report success stories. Mr. Hambley suggested that they ask grantees to submit a biennial budget and the \$1.1 million allocation could be dealt with at the retreat. Mr. Koran suggested that they hold steady this year adding the guidelines for fees and look for innovative and altered biannual programs in years 2, 3, 4, and 5 and the group agreed.

Mr. Koran moved to allow Ms. Yuzwa to set guidelines for fees for this years grant and include it in the grant packet. Ms. Stecki seconded the motion. Mr. Vogel asked if they needed to specify what needed guidelines. Mr. Koran said they were just working with Option 5 this year and it was up to Ms. Yuzwa's discretion. There was no further discussion. All voted AYE and the motion carried. Ms. Yuzwa said that she would adjust the dates to fit.

Parents Who Host – Lose the Most – Committee

MCDAC Brochure – (Public Relations Information)

The Board watched a 30 second PSA tape that was part of the information from the grant that they were awarded. Ms. Yuzwa said that they needed to put together a small committee to work on the campaign that will run through June. The kickoff will be April 23rd in the Human Services Building in conjunction with Sharecluster's Omar Alamar presentation. Judge Collier will do the presentation and Prosecutor Holman will be on the panel. Ms. Yuzwa thought that having someone from the insurance industry speak would be informative. Mr. Stecki said he was unable to attend but would send an insurance agent. Mr. Patterson volunteered to serve on the committee.

Drug Free Work Place

Mr. Williams requested the Board's opinion on how to handle the Drug Free Workplace expenses for manuals and postage for the endorsement letters until they can set up a 501C3 status and apply for a grant. There is a lot of interest in the program and the materials are vital to its success.

Ms. Yuzwa proposed that they send the endorsement letters out and the MCDAC Board sustain this cost since they are finishing the 2001 cycle. They should move forward with structuring the DFWP as its own stronger entity with input from Economic Development, the Safety Council, and Cornerstone Wellness. She pointed out that it is at least a six-month process once the paperwork has been submitted to the state to obtain a 501C3 tax-exempt status so they would need to go under someone's umbrella for the next cycle.

Mr. Williams said that he would like 50 manuals printed. The manuals were not figures into this year's budget so the Board asked Mr. Williams to research getting enough printed for free to get him by until the next cycle. There might be an opportunity to partner with another non-profit agency, which would require a different manual anyway. Mr. Schaedel said he would assist in finding in-kind manual printing by some of the participating DFWP companies or local print shops. If they do not find someone to pay for the manuals they would come back to the Board. Mr. Williams said that he would meet with the Chairman of the DFWP Board to discuss the restructuring and see how many manuals would be enough. He asked Ms. Yuzwa to try to locate the master copy.

Mr. Stecki made a motion to have the letter be sent out immediately for the DFWP at a cost not to exceed \$1,225. Mr. Koran seconded the motion. All voted AYE and the motion was approved.

Other

It was decided to put the minutes on the website for easy accessibility to the community. One copy of the minutes will continue to be sent to MCDAC Board members.

The meeting was adjourned at 9:15 p.m.

Pam Vereb, Secretary

Wally Schaedel, Chair