



*"The mission of the Erie County Board of Developmental Disabilities is to:
Inspire, empower and support individuals and their families."*

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Main Conference Room (Room 107), 4405 Galloway Road, Sandusky, Ohio 44870

BOARD MEETING MINUTES

January 17, 2019

PRESENT:

Board Members: Howard Collins, Stacie Schmid, David Stuck and Melissa Tomaro.

ECBDD Staff: Carrie Beier, Rachel Malone and Michelle Kelley.

VISITORS SIGNED IN:

Jennifer Kinney, Becki Walter, Felica Zendejas, Adrienne Keys, James Meade and Sami Crum.

I. CALL TO ORDER AND ROLL CALL

The January 17, 2019 Board Meeting was called to order at 5:00 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. John Hoty was absent excused and Mr. David Danhoff was absent. All other members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

On behalf of the Self-Advocates, James Meade reported the group is learning about self-esteem. Paper hearts were distributed, and Board Members were asked to write something they like about themselves. The Self-Advocates are creating a bulletin board with all the hearts.

Adrienne Keys, SSA Manager, introduced staff member Sami Crum to Board Members. Sami is an SSA and has been with the Board for approximately 1 year. The Board welcomed Sami to the agency.

IV. APPROVAL OF DECEMBER 20, 2018, MEETING MINUTES

Mr. Howard Collins made a motion to approve the December 20, 2018, Board Meeting minutes. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

V. BOARD ACTION ITEMS

A. **Ethics Committee:** The Ethics Committee did not meet.

B. Finance Committee:

1. Finance Committee Report

The Finance Committee did meet. Rachel Malone reported the following on behalf of the Finance Committee:

- The year ended at 95% overall revenue and 67% expenditures.
- Carrie Beier and Rachel Malone recently met with Pete Daniel and Rick Jeffery to review the 2019 Budget. An amended Budget is being drafted and Board Members will be provided a copy following approval by Erie County Finance Committee.

2. Fiscal Report

The Fiscal Report for Month End December 31, 2018 was distributed for review and approval (handout). Ms. Melissa Tomaro made a motion to approve the December Fiscal Report as submitted. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

3. Then & Now Resolution Payment to Treasurer, State of Ohio

Resolution #: 01-06-2019

The Erie County Commissioners require a Board THEN and NOW resolution for expenses that are being submitted for payment without a previously encumbered purchase order. This THEN and NOW resolution confirms that the DD Board had sufficient money in the budget at year end 2018 (THEN) and also has sufficient money in the expense line item in 2019 (NOW) to pay this invoice.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO TREASURER, STATE OF OHIO.

The Erie County Board of DD met this 17th DAY OF JANUARY 2019, Ms. Melissa Tomaro introduced the following resolution and moved its adoption:

WHEREAS, TREASURER, STATE OF OHIO (reimbursement of balance due on INVOICE #ERIE 2Q19 ADM, OCTOBER 2018 TO DECEMBER 2018 ADMINISTRATIVE FEES/ SERVICES) requires payment for goods and/ or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

The TREASURER, STATE OF OHIO is herewith approved for payment in the amount of \$1,723.94 (One thousand, seven hundred, twenty-three dollars and 94/100 Cents) provided for the Erie County Board of DD out of appropriation account #20140-6500- 531200 Residential Waiver General Administration Services Line.

THAT the Erie County Board of DD hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if any, which result in formal action, were taken in meetings open to the public, in full compliance with the applicable legal requirements of the Revised Code.

Mr. David Stuck seconded the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

Mr. Howard Collins	AYE
Mrs. Stacie Schmid	AYE
Mr. David Stuck	AYE
Ms. Melissa Tomaro	AYE

Resolution Adopted: YES

4. Annual Financial Resolutions

a. Medicaid Waiver Match

Resolution #: 01-01-2019

Each year the Erie County Board of DD is required to pass a resolution setting the amount of non-federal share for Medicaid waiver match the Board is willing and/or able to commit.

Mr. Howard Collins made a motion to approve the use of up to \$2,000,000 of the CY 2019 budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code to pay the non-federal share of the services required by section 5126.0511 of the Ohio Revised Code for Medicaid expenditures to assure the services will be available in a manner that conforms to all applicable state and federal laws. It is fully understood the payment of the non-federal share represents an ongoing financial commitment of the Erie County Board of DD. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

b. Mileage Reimbursement Rate

Resolution #: 01-02-2019

Each year, according to policy, the Erie County Board of DD sets the mileage reimbursement rate for all non-bargaining unit employees in January. Our negotiated rate for bargaining unit members is \$0.45 per mile or the counties rate whichever is higher. The county rate is \$.45. The IRS rate is \$.545 per mile. It is recommended that all non-bargaining unit members continue to be reimbursed at a rate of \$0.45 per mile.

Mr. Howard Collins made a motion to approve the non-bargaining mileage reimbursement rate of \$0.45/mile for calendar year 2019. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

c. Donated Funds Expenditures

Resolution #: 01-03-2019

Each year, according to policy, The Erie County Board of DD sets an annual ceiling for donated fund expenditures in January. Our cash balance in the donation fund is \$144,437. It is recommended that the 2019 expenditure ceiling for donated funds is set at \$25,000.00.

Mr. Howard Collins made a motion to approve the donated fund expenditure ceiling for calendar year 2019. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

d. **Administration of Family Directed Resource (FDR) Program**
Resolution #: 01-04-2019

Each year the Erie County Board of DD is required to pass a resolution for the administration of the Family Directed Resource (FDR) Program.

Mr. Howard Collins made a motion to authorize the Superintendent to enter into a contract/ agreement with Ability Works for the administration of the Family Directed Resources (FDR) Program for Calendar Year 2019. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

e. **Head Start Classroom Lease Agreement**
Resolution #: 01-05-2019

Each year the Erie County Board of DD is required to pass a resolution for the lease agreement of the Head Start Classroom.

Mr. Howard Collins made a motion to authorize the Superintendent to enter into a lease agreement with the Community Action Commission of Erie, Huron, and Richland Counties for the use of the Head Start Classroom for Calendar Year 2019. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

C. **Policy Committee Report**

The Policy Committee reviewed and revised one policy in January. Mrs. Stacie Schmid made a motion to approve the Individual Supports Policy as revised to comply with the current IRS regulations. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

VI. DEPARTMENT REPORT

A. **Strategic Plan 4th Quarter/ Year End Report**

The Strategic Plan Dashboard and Narrative for 4th Quarter 2019/ Year End were distributed (attachment). Carrie asked Board Members to review the information and reach out to her with any questions.

B. **2019 Department & Strategic Plan Report Schedule 2019**

The 2019 Department & Strategic Plan Report Schedule for 2019 was distributed for informational purposes (attachment).

VII. OLD BUSINESS

A. **Erie County IRS Audit 2016 Update**

The Board has been meeting with individuals, families and Erie County resources to align with the IRS regulations.

Mr. Howard Collins made a motion to approve the payment to Providers for services rendered in December 2018 and invoiced in 2019 who will no longer be contracting with the Erie County Board of DD in 2019. The Board will not be continuing to contract with these Providers based on the 2018 IRS Audit findings. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

B. Levy Request Update

Carrie Beier and Rachel Malone recently met with Erie County officials to discuss the Board finances and the levy request passed at the November 15, 2018 Board Meeting. Based on this meeting and further consideration the Board has determined to rescind the levy request at this time.

Mr. Howard Collins made a motion to rescind the levy request to the Erie County Commissioners for placement of a .5 mill additional continuing Levy, effective immediately for 2019. This motion was passed at the Board Meeting held on November 15, 2018. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

C. Open Board Member Seat Update

Carrie Beier has been in contact with the Erie County Commissioners Office to seek a replacement of the open Board Member position. The open position will be posted in the newspaper in the coming weeks.

D. 2019 Election of Board Officers

Nominations for Election of Officers were proposed. Ms. Melissa Tomaro made a motion to approve the following as the 2019 Board Officers:

- President, Mr. David Stuck
- Vice President, Mr. Howard Collins
- Secretary, Mrs. Stacie Schmid

Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

E. 2019 Committee Appointments

Committee Appointments were reviewed and discussed. Mrs. Stacie Schmid made a motion to approve the following 2019 Board Committee Appointments:

- Ethics Committee: Howard Collins, Stacie Schmid and open Board Member seat.
- Finance Committee: David Stuck, John Hoty and Melissa Tomaro.
- Policy Committee: Stacie Schmid and David Danhoff.
- Appeals Committee: Howard Collins, David Stuck and open Board Member seat.
- Superintendent Review Committee: Stacie Schmid and Howard Collins.

Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

VIII. NEW BUSINESS

A. Declaration of School Age Program

Mr. Howard Collins made a motion to declare the Erie County Board of DD will not participate in providing educational services to school age children for the 2019-2020 school year. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

B. Special Olympics Donation

Mr. Howard Collins made a motion to approve the Erie County Board of DD use donated funds to make a donation to the Special Olympics of Erie County in the amount of \$5,000.00 for sports program needs. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

C. Self-Advocates Donation

Ms. Melissa Tomaro made a motion to approve the Erie County Board of DD use donated funds to make a donation to the Self-Advocates of Erie County in the amount of \$2,600.00 for support of the Blue Spectrum advocacy event in March or April of 2019. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

D. 2019 Board Training Schedule

Carrie Beier reported we are awaiting information from DODD on required training topics for 2019. Clearwater COG is also working on a training for 2019 for Board Members. Carrie will keep the Board updated as we receive information.

IX. SUPERINTENDENT REPORT

Carrie Beier, Superintendent, distributed and reviewed her monthly report (handout).

- Carrie attended the following meetings, trainings and activities: Sandusky Kiwanis meeting, Self-Advocates of Erie County meeting, Erie County Family and Children First Executive Committee meeting, Region 1 Superintendents meeting, Commissioner Matt Old meeting, Commissioner Steve Shoffner meeting, Clearwater Council of Governments Board meeting, Superintendents Executive Committee meeting, and Rick Jeffery-Pete Daniel finance meeting.
- **Public Relations:**
 - Erie County Bd. DD & HMG Social Media Statistics – January thru December 2018 (attached).
 - Sandusky Register article – Special Olympics, special people 12-31-18 (attached).
- **Ball vs. Kasich Lawsuit Update:** The parties continue to mediate with no formal issues of agreement. It was shared that a possible agreement to resolve was being attempted by the State to end the suit, so the new administration would not be having to address this as they take office. OACB continues to represent local County Boards during mediation activities.

- **Waiver Waiting List:** SSA staff have begun to use the new State Waiting List Assessment Tool as individuals update their Annual Plans. We currently have 2 individuals, possibly 3, who have met the waiting list qualifications and will be in need of services/ supports within the next 12 months.
- **Personnel:** We have hired Janie Heston, SSA who began with us on January 14th. Courtney Orshoski, SSA has also been hired and will begin on February 4th. We have a second interview scheduled for next week to fill another open SSA position. We have a new SSA position to be filled for 2019 and we are in the process of interviewing to fill that position as well. The EI Developmental Specialist position has been filled by Natalie Mejia, who began on 1/7/19.
- **Executive Orders:** The new Governor passed 6 Executive Orders that will be setting the priorities for his staff and state agencies for the future. These orders address Children's Initiatives, Recovery Ohio, Ohio a Disability Inclusion State and Model Employer for Individuals with Disabilities, Elevating Foster Care Priorities, Anti-Discrimination Policy, Elevating Prevention within the Dept. of Mental Health and Addiction Services. For more information about these orders, please visit: <https://governor.ohio.gov/wps/portal/gov/governor/media/executive-orders>.
- **Legislative Contacts:** Carrie will be serving on an Advisory Committee for the Governor's office to make recommendations about how best to increase the state's investment in effective early childhood programs (specifically those who do home visits). See attached press release (attachment).
- **Ohio Association of County Boards of DD (OACB):** Our Association will be holding its next meeting on February 11th. The priority for the next several months will be the new budget as well as making connections with the new Governors staff and key administrators. The Governor has appointed Jeff Davis to replace Director John Martin. Jeff Davis previously served as the Ohio Provider Resource Association Director of Government Relations and Interim Director. Director Davis has a history in the DD field with years of employment at DODD and other industry sectors. He is familiar with both the County Board and Provider systems.

X. EXECUTIVE SESSION

Ms. Melissa Tomaro made a motion to enter into Executive Session for certain personal matters to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. The motion was seconded by Mr. Howard Collins. Roll call vote followed:

Mr. Howard Collins	AYE
Mrs. Stacie Schmid	AYE
Mr. David Stuck	AYE
Ms. Melissa Tomaro	AYE

At 5:51 p.m. the Board entered into Executive Session.

At 6:11 p.m. the Board exited from Executive Session

XI. ADJOURNMENT

Mrs. Stacie Schmid made a motion to adjourn the Board meeting at 6:12 p.m. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed and the January Board meeting was adjourned.


Recording Secretary

2-20-19
Date