



*"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**

**March 21, 2019**

**PRESENT**

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

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

**VISITORS SIGNED IN**

Jennifer Kinney, Rebecca Walter, Felicia Zendejas, Adrienne Keys, Kevin Ferback, Diane Corso, Jennifer Yingling, Tyler Cooney, James Meade, Harry Miller, Julie Cyrek, Carly Sabo and Viola Walker.

**I. CALL TO ORDER AND ROLL CALL**

The March 21, 2019 Board Meeting was called to order at 5:00 p.m. by President, Mr. David Stuck. Roll Call was taken. All Board Members were present.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT**

James Meade, Vice President of the Self-Advocate group, reported the following:

- The Blue Spectrum, music and dancing, event will be held on Saturday, April 6, 2019 at the Ten Fifty Eight Event Center in Sandusky. Tickets are available for purchase by contacting Jennifer Yingling.
- The annual Bowling Fundraiser for the Synergy Club will be held on June 9, 2019 at Cedar Lanes in Sandusky. Tickets are \$20 and can be purchased by contacting Jim Meade. Jim distributed a flyer on the event (handout).

Carly Sabo, President of the Self-Advocate group, reported the following:

- Carly is a Project STIR Trainer. Project STIR is a class designed to help individuals build skills to increase their self-advocacy and independence. Local Project STIR classes will begin in May and will be held at the ECBDD.
- The Summer Self-Advocacy Dinner Theater series will begin on 4/15/19. The topic is transportation.
- As part of DD Awareness Month in March, several Self-Advocates participated in a local community tour. The group toured the Erie County Health Department, met with Judge Tone and Commissioner Steve Shoffner.

- The group is selling Malley's chocolate bars for \$1. Proceeds will be used to attend the Synergy conference in October.

Viola Walker, President of the Aktion Club, spoke about the Aktion Club. The Aktion Club meets monthly at the ECBDD and their mission includes giving back to the community. Viola stated her favorite activity is putting the flags out at the Ohio Veterans Home for Memorial Day.

Felicia Zendejas, SSA Manager, introduced new staff member Tyler Cooney. Tyler is an SSA and was hired in March of 2019. Tyler was welcomed by Board Members.

#### **IV. APPROVAL OF FEBRUARY 21, 2019, MEETING MINUTES**

Mrs. Stacie Schmid made a motion to approve the February 21, 2019, Board Meeting minutes. Mr. John Hoty 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 February Finance report was reviewed and discussed by the Finance Committee. The following items were noted:

- Payroll and salary expenses were slightly under in February. These expenses will even out in May and November when 3 pay periods per month occur.
- PLAY project, a one-time expense, was paid in February.
- In response to the proposed wage increases for direct support professionals, DODD is working with County Boards to assist in offsetting the cost for the next couple of years.

2. **Fiscal Report**

The Fiscal Report for Month End February 28, 2019 was distributed for review and approval (handout). Ms. Melissa Tomaro made a motion to approve the February Fiscal Report as submitted. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

3. **Budget Update**

Rachel Malone reported that the 2019 Budget was approved on March 21, 2019 by the Erie County Commissioners. Board Members were provided a copy of the approved budget (handout).

#### **VI. DEPARTMENT REPORT**

A. **Employment First & Self-Advocacy**

The Employment First and Self-Advocacy report (handout) was distributed and reviewed by Jennifer Yingling, Employment First/ Self-Advocate Advisor. Highlights from Jennifer's report included:

- Ladies Coffee Club- is a new monthly advocacy opportunity for ladies.
- Dinner Series- is a monthly advocacy learning opportunity that is put on by the Self-Determination group. Anyone is welcome to attend. A flyer was distributed to Board Members (handout).
- Self-Esteem Training- was provided by Kitty Brandal. Self-esteem activities have been incorporated into the Self-Advocacy monthly meeting.
- Harry Miller, Ambassador of Project STIR- introduced himself to Board Members. Harry is a Project STIR trainer for the State of Ohio.
- Julie Cyrek, a local Project STIR trainer informed Board Members that she will be auditioning to become a state trainer. Julie shared a lesson on Knowing Yourself (handout).
- Viola Walker, informed Board Members that she will also be auditioning to become a state Project STIR trainer. Viola shared a lesson on the 5 Steps of Problem Solving.

**B. 2019 Strategic Plan Dashboard**

The draft 2019 Strategic Plan Dashboard and draft revised 2018-2020 Strategic Plan were distributed to Board Members (handouts). Carrie asked Board Members to review and let her know of any questions or additional revisions. The proposed revisions to the 2018-2020 Strategic Plan will be voted on at the April Board Meeting.

**VII. OLD BUSINESS**

**A. Open Board Member Seat**

One Board Member seat remains open and is an Erie County Commissioner appointed position. Carrie remains in contact with the Commissioners office to check on the status of the vacant seat.

**B. Blue Spectrum Event on 4/6/19**

On behalf of the Self-Advocates, Board Members were given a pair of tickets to the Blue Spectrum Event on April 6, 2019. If Board Members are unable to attend the event, they were asked to give the tickets to someone that could use them.

**VIII. NEW BUSINESS**

**A. Governor Mike DeWine (State Budget)**

Carrie provided Board Members an update on the State Budget, reviewed by Governor Mike DeWine last week. Budget proposals include: DODD to receive an increase in funding earmarked for direct service professionals (DSP), an increase in Early Intervention funding, and an increase in the transportation rate for non-medical transportation.

**B. COG Board Member Training on 4/29/19**

The Clearwater Council of Government (COG) will host their Annual Board Member Training on Monday, April 29, 2019 at Camden Falls in Tiffin Ohio. A dinner buffet will be served at 5:00 p.m. and the training will begin at 5:30 p.m.. The training is approximately two hours in length. An event flyer was provided to Board Members (handout). Those interested in attending, should notify Michelle Kelley and she will handle the registration.

C. **Bright Arrow Board Communication System**

Bright Arrow is a communication system that the Board uses to send group messages via text messaging and/or email. A group has been created for Board Members and will be used to send monthly meeting reminders. Board Members were provided a handout with additional information (handout).

D. **Self-Advocacy Video**

To celebrate March as DD Awareness Month, members of Project STIR discussed speaking up for themselves in a statewide video created by DODD. A few Project STIR members from Erie County are featured in the video. The video was shared with Board Members.

<https://www.youtube.com/watch?v=wOtdb9F1n3g&feature=youtu.be>

E. **UI MUI Training**

Carrie Beier reported that Unusual Incident (UI) and Major Unusual Incident (MUI) Training is now an annual required training per DODD. Board Member must complete the UI/MUI training by 3/31/19. The training is available by video and Board Members were provided instructions (handout).

F. **Tech Home**

Howard Collins inquired about the status of the tech home. Diane Corso reported estimates have been received for the residence on Campbell Street. Accessibility issues will need to be worked out first, then tech home conversions will take place. John Hoty suggested the Board reach out to the local Realtor's Association to inquire about accessible homes in the area, if any, that may already be available.

**IX. SUPERINTENDENT REPORT**

Carrie Beier, Superintendent, distributed and reviewed her monthly report.

- Carrie attended the following meetings, trainings and activities: Erie County Family and Children First Executive Committee meeting, Governors Committee on Home Visiting, Leaders as Coaches training, all-staff In-service, Superintendent Development Training, County Board Cost Report Training, Quarterly Statewide Early Intervention Advisory Meeting and ECBDD Night to Shine.
- **Public Relations:**
  - Erie County Board of DD & Help Me Grow (HMG) Social Media Statistics – February 2019 (handout).
- **Waiver Waiting List:** We currently have 4 individuals who have met the waiver waiting list qualifications to receive waiver supports within the next 12 months.
- **Personnel:**
  - We are preparing for contract negotiations with the Non-SSA unit to begin in April. Management is meeting with Mr. David Kessler, Jr., in preparing and setting priorities for the upcoming negotiations.

- We are posting to fill two SSA positions (one new and one to replace a current position). We are also looking to add a part-time Home Visitor which is budgeted for in our 2019 budget.
- **Executive Order:** The Governor hopes to triple the current number of families served. Final recommendations are available from the Governor's office, if you would like a copy please let Carrie know. The twelve recommendations address the need to lower infant mortality throughout the state, increase vendors and providers statewide to provide Home Visiting services and to increase the funding to support current expansion of Home Visiting service.
- **Ohio Superintendents Executive Committee:** Did not meet this month.
- **Capital Plan:** Rachel Malone, Kevin Ferback and Carrie have met with Doug Smith of IAP Government Services Group to review and update our current capital plan. We are working with IAP and other vendors to prioritize the projects to be addressed in the next 2 to 3 years and possible funding options available through government and private sector efficiency programs.
- **DODD/Director Jeff Davis:** Director Davis testified before the House Finance Committee on March 20, 2019 regarding the Budget priorities for 2019 (handout). Concerns regarding the workforce shortage and turnover rates (between 55% and 60%) are straining the entire system.
  - Wage increase for Direct Service Providers (Homemaker Personal Care - 11% next 2 years).
  - On-site / On-call rate from \$6.09 to \$8.55.
  - Increase in non-medical transportation rates (old system was built on transporting large numbers of people to one place. Proposals for the new rate system will allow greater community access through smaller vehicles for more person-centered transportation).
  - Increase in Early Intervention (10% increase in referrals and 8% increase in enrollment as well as new eligibility criteria NAS, Lead).
- **Customer Service:** Director Davis has identified Customer Service as a priority for DODD. Carrie reported that the Board will strive to follow the customer service priority at the state level by beginning to address the opportunities to improve the customer experience at the ECBDD.

## X. EXECUTIVE SESSION

Mr. Howard Collins 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. John Hoty. Roll call vote followed:

Mr. Howard Collins	AYE
Mr. David Danhoff	AYE

Mr. John Hoty	AYE
Mrs. Stacie Schmid	AYE
Mr. David Stuck	AYE
Ms. Melissa Tomaro	AYE

At 6:19 p.m. the Board entered into Executive Session.

At 6:26 p.m. the Board exited from Executive Session.

Board Members completed the Superintendent's Annual Performance Review in Executive Session. In lieu of the completed performance review, Mr. John Hoty made a motion to amend the following in Superintendent, Carrie Beier's current contract ending December 31, 2019:

- Five (5) additional vacation days will be granted in the remaining contract term.
- Up to ten (10) days of accrued vacation days may be cashed out in the remaining contract term.

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

#### **XI. ADJOURNMENT**

Mr. John Hoty made a motion to adjourn the Board meeting at 6:30 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed and the March Board meeting was adjourned.

  
Recording Secretary

4-18-19  
Date