



*"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**

**April 18, 2019**

**PRESENT**

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

ECBDD Staff: Carrie Beier and Diane Corso.

**VISITORS SIGNED IN**

Sharon Travis, Jennifer Kinney, Rebecca Walter, Adrienne Keys and James Meade.

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

The April 18, 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 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. An event flyer was distributed (handout).
- The Summer Dinner Series has started and a flyer is available with additional information.
- Viola Walker and Julie Cyrek have both been selected as State Project STIR Trainers.

**IV. APPROVAL OF MARCH 21, 2019, MEETING MINUTES**

Ms. Melissa Tomaro made a motion to approve the March 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. Carrie Beier reported the March Finance report was reviewed and discussed by the Finance Committee. Carrie noted revenues reflect 1<sup>st</sup> half local levy taxes were received.

**2. Fiscal Report**

The Fiscal Report for Month End March 31, 2019 was distributed for review and approval (handout). Mr. John Hoty made a motion to approve the March Fiscal Report as submitted. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

**C. Policy Committee**

1. The Policy Committee did meet and reviewed five policies in April. These policies included:

- The Building/Conference Room Usage Policy was reviewed with no revisions;
- The Administrative Resolution of Complaints for Individuals Policy was reviewed with no revisions;
- The Individual Supports Policy was reviewed and revised;
- The Major Unusual Incident Reporting Policy was reviewed and revised; and
- The Children's Options and Community Supports Waiting List Policy was reviewed and revised.

2. Mrs. Stacie Schmid made a motion to approve the following policies as revised:

- The Individual Supports Policy;
- The Major Unusual Incident Reporting Policy; and
- The Children's Options and Community Supports Waiting List Policy.

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

**VI. DEPARTMENT REPORT**

**A. Strategic Plan**

**1. 2019 Dashboard- 1<sup>st</sup> Quarter Report**

The Strategic Plan 1<sup>st</sup> Quarter Narrative Report and Dashboard was provided to Board Members for review (attachment). Carrie Beier reviewed the 1<sup>st</sup> Quarter report and fielded questions about the data. Board Members were encouraged to review the information and report any feedback and/or suggestions at the May Board Meeting.

**2. 2018-2020 Strategic Plan- Approval of Proposed Revisions**

The draft revised 2018-2020 Strategic Plan was shared with Board Members at the March Board Meeting. Mr. David Danhoff made a motion to approve the 2018-2020 Strategic Plan with proposed revisions. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

**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. **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. Those planning to attend are: Carrie Beier, Mr. David Stuck, Mrs. Stacie Schmid and Mr. David Danhoff.

## **VIII. NEW BUSINESS**

### A. **Speakers Bureau Presentation**

A Speakers Bureau has been formed and is comprised of approximately five staff members. The Speakers Bureau will be available to present to the public as a means of community outreach and education. The group is working on the finalizing the presentation. Diane Corso shared the presentation with the Board.

### B. **OACB Update**

- Carrie Beier's OACB Trustee seat will end in December of 2019, due to term limits.
- The Ball vs. Kasich lawsuit is moving forward and is close to negotiation of a settlement.

## **IX. SUPERINTENDENT REPORT**

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

- Carrie attended the following meetings, trainings and activities: Ohio Association of Services for Children (OASC) Meeting, Infant & Early Childhood Wellness Conference, Region 1 Superintendent meeting, Erie County Self Determination Meeting, Kiwanis Meeting, Ohio Association of County Boards (OACB) Trustee Meeting, Clearwater Council of Government (COG) Board Meeting, Superintendent Executive Committee Meeting, Family Initiatives of Huron County (FIHC) Meeting, Perkins Positive People and Engage 2.0 Meeting.
- **Public Relations:**
  - Erie County Board of DD & HMG Social Media Statistics – March 2019 (handout).
  - Sandusky Register newspaper articles:
    - *Night to Shine*- 3/26/19 (handout)
    - *Susana has a 'heart of gold'*- 3/27/19 (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. This has not changed from the previous quarter as we continue to move forward with completing our assessments for the new waiver waiting list.
- **Personnel:**
  - We are preparing for contract negotiations with the non-SSA unit to begin in May. Management continues to meet with Mr. David Kessler, Jr., in preparing and setting priorities for the upcoming negotiations.
  - Two full-time SSA positions have been posted (one new and one to replace a current position) and interviews are being scheduled. The part-time Home Visitor position was posted, applications have been received and interviews are being scheduled.

- In March, Carrie held an informal meeting with staff called *Coffee with Carrie*. Approximately 15 staff attended. Coffee with Carrie will be held quarterly and is an opportunity for staff to join the Superintendent for casual conversation over coffee.
- **Ohio Superintendents Executive Committee:** Director Jeff Davis addressed the Superintendents regarding the following topics:
  - House Bill 166 (Budget Bill) – New budget language requires County Boards and Superintendents to submit to DODD a 5-year fiscal forecast and a 1-year annual plan, which will contain specific elements as specified by DODD. The new language also states that DODD can approve the plan or institute corrective action to be addressed by the Board. Corrective action may include requiring revisions, withholding funds, conducting further reviews, revoking of the Superintendent's Certification and/or revoking of the County Board Accreditation Certificate. The Superintendent Executive Committee, and others, will be meeting with the Department to discuss the proposed changes and address any over reach that Superintendents feel DODD may be making.
  - Legislators are in process of committee hearings to approve or amend Governor DeWine's proposed budget. There has been no word on possible budget cuts. We are expecting the Direct Service Provider (DSP) wage increase to pass along with the Early Intervention (EI) line item increase to fully fund EI Service Coordination.
  - Director Davis also renewed his proposed goal to move to a statewide single Individualized Service Plan (ISP) for those receiving DD services. This would be developed and completed in 2019 with training for implementation in 2020.
  - DODD is restructuring and realigning their department of certification and oversight. Carrie will share further details as they are finalized. These changes will affect the county accreditation process as well as provider certification and oversight.
- **Capital Plan Update:** The Business/Maintenance Dept. is meeting with H.E.A.T (Heating, Electrical, Air Conditioning and Temperature Controls) Total Facility Solutions and Constellation (our energy carrier) to develop and propose an efficient plan for updating and replacing our HVAC system throughout the building. This week we have West Roofing providing our annual roof maintenance and repair.
- **Board Training:** In May we are planning for Board Training on the topics of Transportation and Fiscal Forecasting. To date we have completed 1-hour of MUI training. The Clearwater Council of Government (COG) is offering 2-hours of Levy Training, in Tiffin, on April 29<sup>th</sup>.
- **Tech Home:** Accessibility construction and remodeling will begin May 1<sup>st</sup>, with the hope to be done by June 1<sup>st</sup>. After construction we will begin the process of identifying needed technology and installing.

## **X. EXECUTIVE SESSION**

Mr. Howard Collins made a motion to enter into Executive Session for confidential matters required to be kept confidential by federal or state law. 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 5:38 p.m. the Board entered into Executive Session.

At 5:53 p.m. the Board exited from Executive Session.

Mr. David Stuck made a motion to approve the Individual Budget Request for additional funding for A.R. in the amount of \$10,094.80 (Total Budget of \$30,538.80). Mrs. Stacie Schmid seconded the motion. Mr. John Hoty abstained from the vote. With all other members in favor, the motion passed.

#### XI. ADJOURNMENT

Mr. John Hoty made a motion to adjourn the Board meeting at 6:11 p.m. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed and the April Board meeting was adjourned.



Recording Secretary

5-16-19

Date