



*"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

MAY 21, 2020

PRESENT

Board Members: Howard Collins, John Hoty, Mark Harrington, Stacie Schmid and David Stuck.

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

VISITORS SIGNED IN

Felicia Zendejas, Diane Corso and Jennifer Kinney.

I. CALL TO ORDER AND ROLL CALL

The May 21, 2020 Board Meeting was called to order at 5:01 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. David Danhoff and Ms. Melissa Tomaro were both absent. All other Board Members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

There was no public comment

IV. APPROVAL OF APRIL 16, 2020 MEETING MINUTES

Mr. Howard Collins made a motion to approve the April 16, 2020, Board Meeting minutes as submitted. Mrs. Stacie Schmid 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 met this month. Rachel Malone reported that the April report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- The waiver reconciliation was received for 1st quarter.

- April rent for the Head Start Classroom lease was returned due to COVID-19. Rent is on hold until late summer when a decision is made about school opening back up for students.
- The computer supply line has been spent due to equipment purchases for remote work. Monies have been moved to the computer supply line.
- \$500,000. was transferred to the wavier fund.
- Bills paid reflects a continued placement of an individual at a developmental center and an additional placement of a new individual.
- COVID-19 Expenditures thru the end of April were approximately \$16,900. Staff on paid administrative leave will be added to this report. Building modifications for social distancing and OHgo meal support are anticipated upcoming expenses that would also be included. Erie County will submit our COVID-19 expenses to FEMA for potential reimbursement.
- The D.E.C.A. contract for the HVAC system has been signed. Prints have been received and will be reviewed. The project will go out to bid for contractor selection in late May/ early June.
- An agency Zoom account is being purchased at a cost of \$2400. for the year for virtual visit needs throughout or agency.
- BWC rebate- The County will not be distributing.
- State budget cuts are expected in the coming months.
- CARES Act funds, if we are eligible for any, would be dispersed to us by DODD.

2. **Fiscal Report**

The Fiscal Report for the Month End April 30, 2020 was provided for review and approval (handout). Mr. John Hoty made a motion to approve the April Fiscal Report as submitted. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

3. **COVID-19 Expenditures Report**

COVID-19 expenditures are being tracked separately and a report was provided outlining these expenses (handout). From 3/3/20-4/29/20, \$16,906.66 has been spent on COVID-19 related supplies and expenses.

4. **Policy Committee Report**

Mrs. Stacie Schmid reported the Policy Committee reviewed two policies in May. These policies were:

- Public Records Policy
- Proper Use of Public Funds Policy

Both polices were reviewed and revised. Mrs. Stacie Schmid made a motion to approve these policies as presented. The motion was seconded by Mr. Howard Collins. With all members in favor, the motion passed.

VI. DEPARTMENT REPORT

A. COVID-19 Department Updates

A report was provided to Board Members indicating how each department is operating during the COVID-19 crisis (handout). Staff with the ability to work remotely, continue to do so. On 5/13, we began bringing staff back to the office who had been out on paid administrative leave due to COVID-19. On 6/1, we are

planning for the next phase of staff to return to the office. This includes additional staff out on paid administrative leave and those working remotely, who will be able to return to the office on scheduled days as needed. At this time, we continue to limit the number of staff in our building.

B. Facilities Department Report

The Facilities Department Report was shared with Board Members (handout). Rachel Malone, Director of Business Services reviewed the report with Board Members. There was no discussion.

VII. OLD BUSINESS

A. 2020 Board Member Training Update

Carrie Beier reported that the 2020 Board Member Training schedule has been revised once again due to COVID-19. The updated schedule was provided to Board Members (handout). A 2-hour training on UI/MUI and Clearwater COG Services & Supports will be held following the June Board Meeting.

B. Strategic Planning 2021-2023

Carrie Beier reported that the Management Team has been working with Mel Marsh on developing surveys which will be sent to those we serve, community partners and staff. We will use the information gathered from these surveys to assist us in developing our next strategic plan. Mel Marsh will be in contact with Board Members in June or July to obtain their input on the strategic plan. Michelle Kelley will assist Mel in coordinating these meetings either by phone or Zoom.

VIII. NEW BUSINESS

A. SSA Contract Negotiations

- a. SSA Contract due 11/1
- b. Labor Management meeting on 6/8
- c. Wages, benefits, remote work from home. Carrie anticipates coming to the Board with a new Work from Home Policy.

B. Shared Service Agreement with Huron County for Self-Advocacy & Community Integration Specialist

Mr. Howard Collins made a motion to approve the contract for Shared Services with the Huron County Board of Developmental Disabilities (HCBDD) for the Self-Advocacy and Community Integration Specialist position. This agreement shall be effective 6/5/20 and remain in effect until 6/4/21. This motion would authorize the Superintendent to execute the agreement. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

C. Board Member Terms Ending 12/31/20

Carrie Beier informed Board Members that Mr. David Stuck, Board President, and Mr. Howard Collins, Board Vice President, are both serving in their 3rd and final terms as Board Members and will term out effective 12/31/20. Both have served diligently for over 10 years. The Officer positions of President and Vice President will become available upon their departure and Carrie asked Board Members to consider running for these positions. These seats are both Erie County Commissioner appointed, and Carrie will be reaching out in the coming months to initiate the vacancy process.

IX. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent conference call (daily), Ohio Association for Services for Children & Families Early Intervention committee meeting, Kiwanis, Clearwater COG Board meeting, Provider meeting and OACB Board of Trustees meeting.
- **Media/Public Relations:**
 - Sandusky Register newspaper articles: None
 - Community Connections Calendar- May 2020- None, all events cancelled due to COVID-19 crisis.
- **Personnel:** We have one open SSA position to be filled at a future date.
- **Ball v. DeWine Lawsuit Updates:** The Judge again approved the settlement between DRO and DODD. We are now waiting to see if the Family Intervening party is going to appeal to higher courts.
- **DODD:**
 - During the COVID-19 crisis, DODD has waived rule requirements and issued guidance and protocols for providers to begin to open up or redesign new services and supports to DD individuals.
 - Adult Day Services: Some of Erie County Day Service Providers are working to reopen their facility-based programs, along with developing new virtual service options and supports. Group activities are still to be under 10 people, including staff. SSA's are working through the Person-Centered Team process to facilitate the responsible transition to out of home services.
 - Non-Medical Transportation: DODD has issued guidance regarding the protocols for transporting individuals to programs or services. A statewide workgroup was developed to establish protocols and safeguards regarding the COVID virus. The workgroup is struggling to agree on protocols and safeguards specifically around the requirement for social distancing and transportation.
 - Early Intervention – Help Me Grow Home Visiting: DODD and the Ohio Dept. of Health have approved virtual/remote services through June. DODD supported Early Intervention virtual/remote services before COVID-19, based on IFSP team approval. Therefore, should a family wish to continue virtual/remote services they will be able to do so in the future past the COVID-19 crisis.
 - Gov. DeWine has issued a 20%, across the board, budget cut to all State Departments. Gov. DeWine stated at this time he is not accessing the states "rainy day fund" but that may change for the upcoming budget in July. DODD is not implementing any cuts to County Boards for May and June. They are not sure what cuts will be instituted for the new budget year coming up on July 1. Superintendents are trying to predict how cuts may be implemented in the new budget year. OACB and business managers will be discussing possible areas where the state may reallocate or reduce county board subsidies.
- **Next Level Leadership Training:** The Next Level Leadership training sessions with Corporate Compass/Kitty Brandal are scheduled to resume in July.

- **Local COVID-19 Related Updates:**

- The Erie County Emergency Management Agency (EMA) and the Erie County Health Department continue to issue daily Situation Reports. We are using this information to help us in our planning process for building operations and future protocols.
- OHgo contacted us to include those we serve, in their weekly food deliveries for those in need in our community. Diane Corso's employees are coordinating this effort with OHgo. OHgo is providing between 20 and 30 boxed food packages to families and individuals we serve, 2 times per month as well as the ongoing community food distribution.
- The Erie Board of DD provided match funds for a local provider grant, to obtain long term PPE supplies for 2 Residential Providers and 1 Day Service/Vocational Provider.
- The Clearwater COG has continued to provide the COG counties PPE and sanitizing supplies for the providers of DD services. They continue to procure, organize and deliver PPE and other supplies to providers throughout our 7 county COG Region.
- Carrie has reached out to several local children's services provider to discuss the development of some specialized services for complex youth. We are specifically going to look at options for specialized respite and program options for children experiencing trauma (Adventure Therapy-Bobbi Beale). Felicia and Carrie will also be revisiting our effort to partner with LACADA to develop specialized social worker supports for families and kids with complex or intensive needs.

X. EXECUTIVE SESSION

There was no Executive Session.

XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 5:41 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed and the May Board meeting was adjourned.



Recording Secretary



Date