



*"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

JULY 16, 2020

PRESENT

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

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

VISITORS SIGNED IN

Felicia Zendejas, Diane Corso, Erin McDougall, Eric Wightman, Megan Etzel, Jennifer Kinney and Kevin Ferback.

I. CALL TO ORDER AND ROLL CALL

The July 16, 2020 Board Meeting was called to order at 6:00 p.m. by President, Mr. David Stuck. Roll Call was taken. All Board Members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVAL OF JUNE 18, 2020 MEETING MINUTES

Mrs. Stacie Schmid made a motion to approve the June 18, 2020, Board Meeting minutes as submitted. 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 met this month. Rachel Malone reported that the June report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- Revenue is low for June but year-to-date reflects we are on track for the year.
- The Information Technology (IT) line is high and \$30,000 has been moved to this line for additional equipment for remote work capabilities.

- COVID Expenditures through 5/31/2020 have submitted to the Erie County Finance Office for potential reimbursement. June expenditures will also be submitted.
 - Expenditures are reflected from the capital fund to DECA (Project Manager) for the HVAC capital project.
 - \$300,000 in budgeted waiver funds will be diverted to capital funds for the HVAC capital project.
 - Bids were received for the HVAC capital project. Titan Mechanical will be awarded the project at \$804,400.
 - SSA Negotiations are scheduled for 8/27, 8/28 and 8/31/2020. Negotiation meetings will take place in person and Zoom will be used as a back-up. Attorney, Mr. David Kessler, Jr., is assisting the ECBDD in the process.
 - Head Start will not be returning to our building in the fall and will no longer be leasing classroom space from ECBDD.
2. **Fiscal Report**
The Fiscal Report for Month End June 30, 2020 was provided for review and approval (handout). Mr. Howard Collins made a motion to approve the June Fiscal Report as submitted. Mr. Mark Harrington 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 3/3/20-6/22/20, \$53,006.72 has been spent on COVID-19 related supplies and expenses. These expenses are being sent to the Erie County Finance Office for including in the countywide submission to FEMA for potential reimbursement.
4. **Policy Committee Report**
Mrs. Stacie Schmid reported the Policy Committee reviewed two policies in July. These policies were:
- Help Me Grow Home Visiting Policy
 - Work from Home Policy
- The Help Me Grow Home Visiting Policy contained a revision and the Work from Home Policy is a new policy. The Policy Committee is recommending Board approval of these policies. Mrs. Stacie Schmid made a motion to approve these policies as presented. The motion was seconded by Mr. Mark Harrington. With all members in favor, the motion passed.

VI. DEPARTMENT & STRATEGIC PLAN REPORTS

A. Information Technology (IT) & Records Department Report

The IT & Records Department Report was shared with Board Members (handout). Eric Wightman, Systems Manager, reviewed the report. There was no discussion.

B. Strategic Plan Report- 2nd Quarter

The Strategic Plan- 2nd Quarter Report was shared with Board Members (handout). Carrie Beier asked Board Members to review the information and reach out to her with any questions.

VII. OLD BUSINESS

A. COVID Phase II Staffing Plan

A report was provided to Board Members indicating the COVID Phase II Staffing Plan that began effective 6/1/2020 (handout) and was last updated on 7/8/2020. Staff with the ability to work remotely, as appropriate, continue to do so. We continue to limit the number of staff in our building.

B. MUI Stakeholder Report for 2019

Carrie Beier provided the Clearwater Council of Governments (COG) Stakeholder Data 2019 MUI Annual Report (handout) to Board Members. The COG investigates and tracks MUI data for ECBDD, in addition to five other counties. This report indicates the number of people enrolled in these COG counties and noted trends in 2019 for the State.

Carrie also provided the DODD Abuser Registry report dated 1/31/2020 (handout) for informational purposes. The COG has a committee that reviews this data for trends and patterns.

C. Donation to Clark Scholarship Program at Firelands BGSU

Mr. David Danhoff made a motion to approve that the Erie County Board of DD use donated funds to make a donation to the Clark Scholarship Program at Firelands BGSU in an amount up to \$10,000.00, earmarked for Erie County resident program needs. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

VIII. NEW BUSINESS

A. DODD Risk/Benefit Assessments Discussion Guide

Carrie Beier provided the DODD Risk/Benefit Assessments Discussion Guide (handout) to Board Members for informational purposes. This guide was developed to address the risks and benefits for individuals to return safely to provider programs following the COVID Stay Home order. Providers and SSA's are involved in completing and facilitating this process for individuals and families.

IX. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent conference calls (twice weekly), Ohio Association of County Boards of DD Trustee meeting, Kiwanis, and the Clearwater COG Board meeting.
- **Media/Public Relations:**
 - Sandusky Register newspaper articles: None
 - Community Connections Calendar: July 2020- None, all events cancelled due to COVID-19 crisis.
 - The ECBDD will conduct an annual Week of Service donation drive, 7/26-8/1, 2020 to benefit the Erie County Job & Family Children Services (JFS). Donations are being collected at the ECBDD, Erie County JFS and Sport Force Parks (handout).
- **Personnel:** We have two open SSA position to be filled. We have completed interviews and recently made offers to candidates to fill both SSA positions.
- **Strategic Planning 2021-2023:** Several Board Members meet with Mel Marsh, of Acorn Consulting, via phone in late June to obtain their input for our next Strategic

Plan. Mel Marsh will be working with the Management Team in the coming months to draft goals and objectives to develop the 2021-2023 Strategic Plan. We anticipate that our plan will be drafted and presented to Board Members this Fall.

Services and Supports COVID-19 Updates

Non-Medical Transportation (NMT):

- DODD has rescinded two previous NMT guidance documents in anticipation of statewide guidance rules from the ODH for all health and human services agencies. This guidance will cover multiple social service agencies such as Jobs and Family Services and Aging.
- In the interim, DODD suggests following guidance from the Centers for Disease Control and Prevention (CDC).

Adult Day Services (ADS):

- A new temporary change has been made regarding the billing rate for Adult Day Services. The acuity levels have changed from A to C to temporarily maximize reimbursement for providers. This change is currently time-limited and is being monitored on a statewide basis to monitor the county board financial impact.

State Budget:

- Due to the pandemic, the biennial state budget is considerably out of balance. DODD was able to cut its budget without impacting services for the current fiscal year ending June 30, 2020.
- The budget is off by nearly \$3 million for the fiscal year starting July 1, 2020. The Enhanced Federal Medicaid Assistance Percentages (EFMAP), will help county boards mitigate the impact of state budget cuts. In July, Early Intervention programs will see a reduction in outreach funds, but not in funding to provide service coordination. The State is approving expenditures on a quarterly basis in an effort to adjust to the loss of tax dollars.

Review of Rules Modified due to COVID-19:

- A significant number of rules and regulations impacting the DD system have been suspended or changed due to COVID-19. OACB is eager to work with county boards to review each change to determine which rules either should return to the original intent, be modified or sunset. Many of these rules will be addressed by a statewide committee of stakeholders over the next 12 months.

Early Intervention and Home Visiting:

- The Early Intervention (EI) Department is meeting with Early Childhood Home Visiting programs to establish guidance and protocols regarding safety when working with families in EI, as we move through 2020 and the COVID challenges.

X. EXECUTIVE SESSION

There was no Executive Session.

XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:38 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the July Board meeting was adjourned.



Recording Secretary

Date

9-14-20