



*"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**  
4405 Galloway Road, Sandusky, Ohio 44870

## **BOARD MEETING MINUTES JANUARY 21, 2021**

### **PRESENT**

Board Members: David Danhoff, Mark Harrington, Eric Kibler and Stacie Schmid.

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

### **VISITORS SIGNED IN**

Felicia Zendejas, Diane Corso, Jennifer Kinney, Rebecca Walter, Adrienne Keys and Erin McDougall.

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

The January 21, 2021 Board Meeting was called to order at 5:03 p.m. by Board Secretary, Mrs. Stacie Schmid. Roll Call was taken. Mr. John Hoty and Ms. Melissa Tomaro were absent excused. All other Board Members were present.

### **II. PLEDGE OF ALLEGIANCE**

### **III. NEW BOARD MEMBER INSTALLMENT (OATH of OFFICE)**

Mrs. Stacie Schmid, Board Secretary, administered the Oath of Office to new Board Member, Mr. Eric Kibler. Mr. Eric Kibler was appointed to the Board by the Erie County Commissioners on November 12, 2020 to complete a four-year term from January 1, 2021 through December 31, 2024. Mr. Kibler was welcomed to the Board.

### **IV. PUBLIC COMMENT**

The Self-Advocate group provided an update to Board Members through a video report. Diane Corso introduced the Self-Advocate video report and it was viewed by Board Members.

### **V. APPROVAL OF DECEMBER 17, 2020 MEETING MINUTES**

Mr. Mark Harrington made a motion to approve the December 17, 2020, Board Meeting minutes as submitted. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

### **VI. 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 December report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- End of year finances were reviewed. We ended the year at 107% in revenue and 89% in expenditures.
- Notable bills paid included: HVAC renovations, continued placement of an individual at a developmental center.
- The HVAC Project has been completed. Other renovations are being completed in the coming weeks.

**2. Fiscal Report**

The Fiscal Report for Month End December 31, 2020 was provided for review and approval (handout). Mr. Eric Kibler made a motion to approve the December 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 an updated report was provided outlining these expenses (handout). From 3/3/20-12/21/20, \$64,229.32 has been spent on COVID-19 related supplies and expenses. These expenses continue to be submitted to the Erie County Finance Office for including in the countywide submission to FEMA for potential reimbursement.

**4. Annual Financial Resolutions**

**a. Medicaid Waiver Match**

**Resolution #: 01-01-2021**

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. David Danhoff made a motion to approve the use of up to \$1,500,000 of the CY 2021 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. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**b. Mileage Reimbursement Rate**

**Resolution #: 01-02-2021**

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 \$0.50 per mile or the counties rate whichever is higher. The county rate is \$.45. The IRS rate is \$.56 per mile. It is recommended that all non-bargaining unit members are to be reimbursed at a rate of \$0.50 per mile.

Mrs. Stacie Schmid made a motion to approve the non-bargaining mileage reimbursement rate of \$0.50 per mile for calendar year 2021. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

c. **Donated Funds Expenditures**

**Resolution #: 01-03-2021**

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 \$117,689. It is recommended that the 2021 expenditure ceiling for donated funds is set at \$25,000.

Mr. Mark Harrington made a motion to approve the donated fund expenditure ceiling for calendar year 2021. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

d. **Administration of Family Directed Resource (FDR) Program**

**Resolution #: 01-04-2021**

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. Mark Harrington 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 2021. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

**VII. DEPARTMENT REPORTS**

A. **Strategic Plan 4<sup>th</sup> Quarter 2020/ Year End Report**

The Strategic Plan Dashboard and Narrative for 4<sup>th</sup> Quarter 2020/Year End were distributed (handout). Carrie asked Board Members to review the information and reach out to her with any questions. Carrie and the Director Team are working on developing a new reporting tool for the current and future years.

**VIII. OLD BUSINESS**

A. **Board Member Vacancy Update**

Carrie Beier reported that one Board Member position remains open at this time. This position is Erie County Commissioner appointed and Carrie remains in contact with the Commissioners office about the vacancy.

B. **2021 Election of Board Officers**

Nominations for Election of Officers were proposed. Mr. David Danhoff made a motion to approve the following as the 2021 Board Officers:

- President, Ms. Melissa Tomaro
- Vice President, Mr. John Hoty
- Secretary, Mrs. Stacie Schmid

Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

C. **2021 Board Committee Appointments**

Committee Appointments were reviewed and discussed. Mr. Eric Kibler made a motion to approve the following 2021 Board Committee Appointments:

- Ethics Committee: Stacie Schmid, Mark Harrington and new Board Member/open seat.
- Finance Committee: John Hoty, Eric Kibler and Melissa Tomaro.

- Policy Committee: Stacie Schmid and David Danhoff.
- Appeals Committee: Mark Harrington, Eric Kibler and new Board Member/open seat.
- Superintendent Review Committee: Stacie Schmid, Mark Harrington and Eric Kibler.

Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

## **IX. NEW BUSINESS**

### **A. Declaration of School Age Program**

Mr. Mark Harrington made a motion to declare the Erie County Board of DD will not participate in providing educational services to school age children for the 2021-2022 school year. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

### **B. Special Olympics Donation**

Mr. Eric Kibler made a motion to approve that 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. for sports program needs. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

## **X. SUPERINTENDENT REPORT**

- Carrie attended the following virtual/remote meetings, trainings and activities: Region 1 Superintendent conference calls (bi-weekly), Clearwater COG Board meeting, Governor DeWine press conference calls, Superintendent Executive Committee meetings, OPRA member Friday Five calls, OACB Early Intervention Regional Meeting and Change Agent Workgroup meeting.
- **Media/Public Relations:**
  - Sandusky Register newspaper articles:
    - *Driven for greatness*- January 5, 2021 (handout)
    - *Board pivots to virtual programming*- January 5, 2021 (handout)
  - Community Connections Calendar- visit the ECBDD website at [www.eriecbdd.org/events](http://www.eriecbdd.org/events) for our full calendar of events.
- **Personnel:**
  - The majority of staff continue to work remotely with facilities staff, business dept. staff and some administrative staff working in the building. (A few other staff have been using the building workspaces as needed and appropriate).
  - We are sharing information regarding access to the COVID vaccine with all staff.
  - *Coffee with Carrie* was recorded and shared with staff in December. Carrie reviewed 2020 agency activities and accomplishments.
- **Adult Day Services (ADS) & Residential Services:** Felicia and Carrie have conducted Zoom meetings with Adult Day and Residential providers. We have delivered PPE and helped trouble shoot challenges with staffing. We will continue to reach out to providers to support them in any local issues. The Clearwater COG continues to be a resource for all of our providers, as well holding regional provider meetings and offering free PPE and sanitizing cleaners, etc.
- **State Budget:** We anticipate Governor DeWine will be releasing his proposed state budget on February 1<sup>st</sup> for lawmakers to begin their review process. We are

not aware of any upcoming Medicaid changes. OACB continues to monitor Medicaid waiver services and costs at the state level and is keeping boards informed should any changes arise.

- **Erie County Board of DD Strategic Plan:** Our 2021-2023 Strategic Plan was finalized and approved in December. We will be sharing our Strategic Plan with staff, our local partner agencies and posting it on the ECBDD website.
- **COVID Updates:**
  - We continue to receive bi-weekly Emergency Management Agency (EMA) Situation (SIT) reports from Tim Jonovich at the Erie County office of Emergency Management.
  - We will be continuing all our office COVID precautions and current office operations through March. Carrie will continue to monitor the COVID spread in Erie County and throughout the state to assess any changes that may be needed regarding our COVID precautions and office operations. Carrie will be extending our COVID Emergency Work from Home Policy through March 2021 at this time. We are looking at a “phase in” roll out to our non-emergency Work from Home Policy as March approaches.
  - Carrie has reached out to our local health department to support their administration of the vaccines when they become available to those who meet the criteria. We have received communications from OACB and DODD supporting the vaccine roll out to our individuals who qualify in the Phase 1A and 1B categories. Felicia and her team have compiled lists for our local health department to use in disseminating vaccines to those who are currently eligible. SSA's have been reaching out to individuals who meet the category criteria to inform them of vaccine availability. We will continue to disseminate information to those we serve and staff, as we hear updates and changes.
  - See attached Phase 1A and 1B vaccine criteria (handout).
- **OACB Updates**
  - OACB continues to support county boards as we move through the pandemic, but will be shifting some efforts toward the state budget being rolled out in February. They are also going to be watching Ohio legislative activities as we begin the new year.
  - OACB has reviewed their agency structure and revised job titles and duties to address member needs and internal operational needs.
  - OACB is continuing to provide Early Intervention networking Zoom meetings for all EI Developmental Specialist, PT's, OT's and SLP's to address any challenges with providing virtual services during the pandemic.
  - A statewide Tech Ambassador Program is being launched to enhance and expand the use of technology in the DD industry. See the attached flyer to learn more about this effort (handout).

## **XI. EXECUTIVE SESSION**

Mr. Mark Harrington made a motion to enter into Executive Session for confidential matters, to be kept confidential by federal and state law. Mr. Eric Kibler seconded the motion. Roll call vote followed:

David Danhoff	AYE
Mark Harrington	AYE

Eric Kibler            AYE  
Stacie Schmid        AYE


At 5:45 p.m. the Board entered Executive Session.

At 5:47 p.m. the Board exited Executive Session.

Mr. Mark Harrington made a motion to approve the Individual Budget Request for additional funding for L.S. in the amount of \$6,262.26 (Total Budget of \$20,212.36) and the Individual Budget Request for additional funding for L.E. in the amount of \$656.71 (Total Budget of \$20,818.71). Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

**XII. ADJOURNMENT**

Mr. Mark Harrington made a motion to adjourn the Board meeting at 5:48 p.m.. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the January Board meeting was adjourned.

  
*Recording Secretary*

  
*Date*