

*"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
OCTOBER 28, 2021**

PRESENT

Board Members: David Danhoff, Eric Kibler, Katelyn Miller, Stacey Schmid, and Tracey Susana.

ECBDD Staff: Carrie Beier and Rachel Malone.

VISITORS SIGNED IN

Jennifer Kinney, Adrienne Keys, Erin McDougall and Steve Shoffner.

I. CALL TO ORDER

The October 28, 2021, Board Meeting was called to order at 6:00 p.m. by Board Secretary, Mrs. Stacie Schmid.

II. PLEDGE OF ALLEGIANCE

III. NEW BOARD MEMBER INSTALLMENT OATH OF OFFICE

Mr. Steve Shoffner, Erie County Commissioner, administered the Oath of Office to new Board Member, Mrs. Katelyn Miller. Mrs. Miller was appointed to the Board by the Erie County Commissioners on September 22, 2021 to fill the unexpired term of Melissa Laughlin, who resigned. Her term will expire on December 31, 2021. Mrs. Miller was welcomed to the Board.

IV. ROLL CALL

Roll Call was taken. Mr. Mark Harrington and Mr. John Hoty were absent excused. All other Board Members were present.

V. OFFICER APPOINTMENT

Mrs. Tracey Susana made a motion to approve that Mr. David Danhoff serve as Board President for the remainder of 2021. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

VI. PUBLIC COMMENT

There was no Public Comment.

VII. APPROVAL OF JULY 15, 2021, MEETING MINUTES

Mrs. Stacie Schmid made a motion to approve the July 15, 2021, Board Meeting minutes as submitted. Mr. Eric Kibler seconded the motion. Mrs. Katelyn Miller abstained. With all other members in favor, the motion passed.

VIII. 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 July, August and September reports were sent to the Finance Committee for review. Rachel shared the following highlights:

- Revenue and expenses are on target for year-to-date.
- Review of health insurance occurred.
- Cash projections were discussed.
- Discussion held regarding 4% increase for wavier services beginning January of 2022.
- Mrs. Tracey Susana was in attendance at the committee meeting for the first time and a review of the Finance Committee Meetings were discussed.

2. Fiscal Report

The Fiscal Report for Month End July 31, August 31, 2021, and September 30, 2021 were provided for review and approval (handout). Mr. Eric Kibler made a motion to approve the July, August and September Fiscal Reports as submitted. Mrs. Tracey Susana seconded the motion. With all members in favor, the motion passed.

3. Policy Committee Report

Mrs. Stacie Schmid reported the Policy Committee reviewed five policies in October. These policies were the:

- MUI Reporting Policy
- Administrative Resolution of Complaints for Individuals Policy
- Information Technology, General Operations and Security Policy
- Ethics Council Policy
- Funding for Individuals with Comprehensive Needs Policy

The MUI Reporting Policy, the Administrative Resolution of Complaints for Individuals Policy, and the Information Technology, General Operations and Security Policy were reviewed and revised.

The Funding for Individuals with Comprehensive Needs Policy was reviewed and recommended that this policy become inactive as it is no longer needed.

Mrs. Tracey Susana made a motion to approve the above listed policies as revised and make the Funding for Individuals with Comprehensive Needs Policy inactive. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

The Ethics Council Policy was reviewed and no revisions were made. Therefore, approval by the Board is not required.

IX. DEPARTMENT REPORTS

A. Community Supports

The Community Supports Department Report was distributed (handout). The report was prepared by Diane Corso, Director of Community Supports, and reviewed on her behalf by Carrie Beier.

B. Remote Supports

The Remote Supports Report was distributed (handout). Erin McDougall, SSA Manager, reviewed the information with Board Members.

C. Strategic Plan 3rd Quarter Report

Carrie Beier reported the Strategic Plan 3rd Quarter Report will be distributed at the November Board Meeting.

X. OLD BUSINESS

A. Accreditation Update

DODD completed a virtual accreditation review on July 26th and 27th, 2021. We have received our official 3-year accreditation certification certificate.

XI. NEW BUSINESS

A. Finance Committee Appointment

Mr. Eric Kibler made a motion to approve the appointment of Mrs. Tracey Susana to serve on the Finance Committee for the remainder of 2021. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

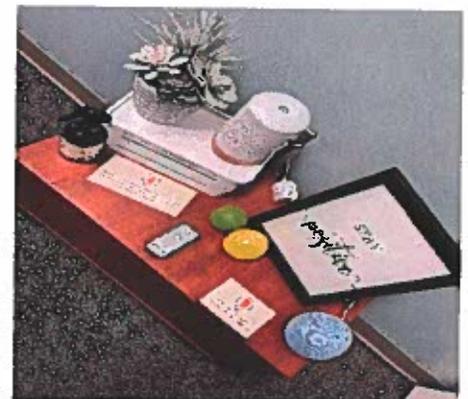
B. OACB Annual Board Meeting Representative

Mrs. Stacie Schmid made a motion to approve Carrie Beier serve as the Erie County Delegate Representative at the OACB Annual Board Meeting in December of 2021. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

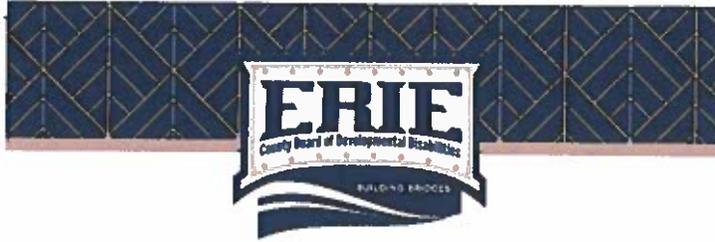
XII. SUPERINTENDENT REPORT

- Carrie Beier attended the following virtual/remote meetings, trainings and activities: Region 1 and Statewide Superintendent conference calls (bi-weekly), OPRA member Friday Five calls, Kiwanis District mtg., FCFC Executive Board mtg., FCFC Council, ECHO TA session, Erie DD Provider Zoom mtg., United Way Board & Committee mtgs., OACB Statewide Tech Alliance, EI Superintendent Comm., Superintendent Development Class, Erie Mental Illness & Intellectual Disability (MIID) Comm., OSHA-OPRA Town Hall, Clearwater Council of Governments Board (COG) meeting, Volunteer Chamber event, Multi-System Youth Care Coordination, Early Childhood State Advisory, Erie Co. Economic Dev. Annual mtg., Supt. Exec. Comm. Annual Conf., Kiwanis Highway Cleanup event and Erie Bd. Of DD Awards Banquet.
- **Media/Public Relations:**
 - Sandusky Register article: None
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Personnel:** We are in the process of interviewing for an SSA position and we have hired an additional part-time Driver.

- **Facility:** The parking lot resurfacing has been completed. We have upgraded the drainage tiles in our walking path area. We are exploring options to improve our signage for our building entrances and parking areas. We are also planning to replace our restroom floors in the near future.
- **Accreditation:** DODD completed a virtual accreditation review on July 26th and 27th. We have received another 3-year accreditation certification. I am proud of all the hard work that management and staff have put into their very day work with those we serve. I am also grateful to my management team for coordinating a smooth virtual accreditation process which we had never experienced before.
- **Adult Day Services (ADS) & Residential Services:** Felicia Zendejas and I are continuing to connect with Residential and Adult Day providers through monthly Zoom meetings. We are also connecting with providers sharing information and developing interventions or supports as requested. The work force shortage continues to be a challenge for providers as well as county boards and our other community partners. Some of the challenges being faced are:
 - County transportation systems are being forced to scale back services and unable to expand their current services to take on new riders.
 - Youth in need of respite or out of home residential or therapeutic services are unable to find a facility or program who is able to staff to serve additional youth.
 - Newly eligible individuals have limited options available for services because current providers are unable to provide additional services beyond what they are currently providing.
 - Families are being challenged to work with the limitations of services available due to the shortage.
 - County Boards are also experiencing challenges in hiring and staff retention staff due to the work force shortage.
- **Wellness:** We have established a Calming Room space to give employees an opportunity for private space to destress, when needed. It was a collaboration between management and staff to promote self-care. We will be adding to the space with additional items/activities for self-care as we move forward. Please see the pictures below to get an idea of the direction we have established so far.



- **Building Bridges Awards Banquet:** There were approximately 120 people in attendance. For more information on our winners, you can check out the winners on the Erie Bd. of DD Facebook page.



You or an agency representative(s) are cordially invited to the

2021 Building Bridges Awards Banquet

A night of celebration & recognition of community employers, individuals, providers, advocates & community members who support those with a developmental disability.

October 14, 2021

5:00 PM Doors Open | 5:30 PM Dinner Served

Mesenburg Plaza Place

545 Cleveland Road West | Huron

Please RSVP by October 4

Registration Line: 419-502-4195 | QR Code:



- **DODD - Providers Have New Options to Recruit Qualified Employees to Provide Direct Supports**

The current workforce crisis is impacting the daily lives of many Ohioans. People with developmental disabilities and their families are particularly affected, as their daily living is supported by the work of direct support professionals (DSPs), the foundation of DODD's service delivery system.

Today, DODD is taking two actions to increase the number of people eligible to be hired as a DSP across the state and ensure that providers can hire every person capable of providing quality services to people with developmental disabilities. We believe these steps will assist providers immediately by increasing the number of eligible applicants while we continue to work on the long-term sustainability of the workforce.

First, DODD will temporarily waive the requirement that DSPs must have a high school diploma or GED. This [waiver](#) will be effective from today's date, September 17,

2021, through September 30, 2022. Employees without a high school diploma or GED cannot be certified to administer medications.

Second, through a similar [waiver](#), DODD is allowing the temporary use of direct support assistants. People aged 16 and 17 can be hired to perform more limited duties as direct support assistants. This will enable agencies to hire applicants who are passionate about supporting people with developmental disabilities but who were previously unable to work in the field due to the age requirement. As the direct support assistants enter the workforce as adults, they will already have the knowledge and skills necessary to continue to improve the lives of people with developmental disabilities. Direct support assistants cannot provide intimate personal care or administer medications and must always work with a DSP that meets all requirements in the rule.

Both waivers will be effective through September of 2022. This provides us time to assess the success of these actions and determine if they should be continued or modified. Providers will be required to report information regarding DSPs employed under either of these options to determine long-term effectiveness. All service providers can begin using the provisions of these waivers, and all DSPs previously granted waivers for these purposes are automatically a part of this process as well. [Click here](#) for additional guidance on these waivers.

We recognize this is an unprecedented time for our entire system, especially for people with developmental disabilities and their families. These measures are designed to better assist them by attracting more DSP applicants to fill the many vacancies stretching our system thin.

I want to take this opportunity to recognize and thank the providers and especially the DSPs who are working unbelievably hard throughout Ohio. They have provided consistent and vital supports through the incredible circumstances we have all faced. They are working longer hours and have truly put the needs of each person they are supporting above their own, and for that, I cannot thank them enough. We hope these measures will do some part to bring you the relief you need and deserve for all your hard work.

Jeff Davis

Director, Department of Developmental Disabilities

XIII. EXECUTIVE SESSION

There was no Executive Session.

XIV. ADJOURNMENT

Mr. Eric Kibler made a motion to adjourn the Board meeting at 6:46 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the October Board meeting was adjourned.

XV. BOARD MEMBER TRAINING

Board Member Training was held following the meeting on the topics of: Early Intervention, SSA Role, OISP, Fiscal Forecasting, Cost Reports and Administrative Resolution of Complaints for Individuals Policy. The training began at approximately 6:46 p.m. and ended at 8:46 p.m.

Stacie Schil
Recording Secretary

11/18/21
Date