



*"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
DECEMBER 16, 2021**

PRESENT

Board Members: Dave Danhoff, Mark Harrington, Eric Kibler, Katelyn Miller, Stacey Schmid, and Tracey Susana.

ECBDD Staff: Carrie Beier and Rachel Malone.

VISITORS SIGNED IN

Erin McDougall, Carly Sabo, Pat Gates, Megan Etzel, Diane Corse, Becki Walter, Felicia Zendejas and Adrienne Keys.

I. CALL TO ORDER

The December 16, 2021, Board Meeting was called to order at 6:00 p.m. by Board President, Mr. Dave Danhoff.

II. ROLL CALL

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

III. PLEDGE OF ALLEGIANCE

VI. PUBLIC COMMENT

Carly Sabo, Self- Advocate, and Pat Gates, Self-Advocacy and Community Integration Specialist, spoke to Board Members about the EHOVE partnership. The Erie County Board of DD, Huron County Board of DD and EHOVE are partnering to provide training and information to EHOVE students to support the training and recruitment of future Direct Service Providers (DSP's) for individuals with Developmental Disabilities.

V. APPROVAL OF NOVEMBER 18, 2021, MEETING MINUTES

Mrs. Tracey Susana made a motion to approve the November 18, 2021, Board Meeting minutes as submitted. Mr. Mark Harrington 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 November report was reviewed by the Finance Committee and discussed. Rachel shared the following highlights:

- Revenue and expenditures on track.
- No outstanding expenditures or revenues, beyond regular, to discuss.
- Discussion of the one-time lump sum COVID bonus for employees (\$2400/full time employees, \$1200/part time employees).
- Remainder of the was meeting spent discussing the 2022 Budget.
 - The Budget will be forwarded to the Erie County Finance Office after the first of the year for approval by the Commissioners by end of March 2022.

2. Fiscal Report

The Fiscal Report for Month November 30, 2021, was provided for review and approval (handout). Mr. Eric Kibler made a motion to approve the November Fiscal Report as submitted. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

3. 2022 Draft Budget

A copy of the current 2022 Draft Budget was distributed to Board Members (handout). The Budget will remain in draft form until it is reviewed by the Erie County Commissioners in early 2022 and may be edited as appropriate by the Erie County Commissioners. Mrs. Tracey Susana made a motion to approve the 2022 Draft Budget. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

4. 2022 Service Contracts

Resolution #: 12-11-2021

According to the Board's fiscal policy, any program and professional contracts over \$25,000.00 must be approved by the Board before it is encumbered. This resolution authorizes the Superintendent to approve the following contracts upon receipt of a certificate of available funds from the Erie County Auditor:

- a. Great Lakes Computer (IT support)
- b. NOMS (occupational therapy)
- c. Auxiant (health insurance)
- d. Ability Works (family directed resources)
- e. BizWit (HIPAA/IT security services)
- f. Kessler, Miller, Myers & Postalakis, Inc. (legal services)
- g. Clearwater COG (various services)
- h. Ohio Association of County Boards of DD (various services)
- i. Fisher Titus (physical Therapy)
- j. Huron County Board of Developmental Disabilities (shared position)

- k. Delta Dental (dental insurance)
- l. Medicaid Billing Solutions (Medicaid and Title XX billing and monitoring)
- m. R & K Technologies (copier)
- n. Ninke (lawn and snow removal services)
- o. North Coast Community Homes (housing management)

Mr. Eric Kibler made a motion to authorize the Superintendent to approve the 2022 Service Contracts. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

5. 2022 Provider Contracts

Resolution #: 12-12-2021

The providers listed below have been selected by an individual and their family to provide services through an individual budget. These providers have a signed 2022 contract. The contracts listed below will result in payment by the Board greater than \$25,000 in 2022. This resolution authorizes the Superintendent to sign the service contract on behalf of the Board. Services may be provided to this and any other individual that may select them to provide services.

- a. Ability Works, Inc
- b. ACC Adult Home Care of Milan
- c. A Sandusky Taxi
- d. We R All Around LLC (dba AM/PM 24/7 Taxi)
- e. Erie Residential Living
- f. First Choice of Ohio
- g. Goodwill Industries
- h. Life Out Loud
- i. Lucy Idol Center
- j. Majestic Taxi
- k. Partners in Community
- l. Renaissance House
- m. REM, OHIO
- n. Rising Sun Centers
- o. Riverview Industries, Inc.
- p. City of Sandusky
- q. Speedway Enterprises
- r. Wynn Reeth
- s. Cassel Care

Mr. Mark Harrington made a motion to authorize the Superintendent to the 2022 Provider Contracts. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

6. Annual Financial Resolutions:

a. Medicaid Waiver Match

Resolution #: 12-13-2021

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. Eric Kibler made a motion to approve the use of up to \$1,500,000 of the CY 2022 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. Mrs. Tracey Susana seconded the motion. With all members in favor, the motion passed.

b. Mileage Reimbursement Rate

Resolution #: 12-14-2021

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.

Mr. Eric Kibler made a motion to approve the non-bargaining mileage reimbursement rate of \$0.50/mile for calendar year 2022. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

c. Donated Funds Expenditures

Resolution #: 12-15-2021

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 \$115,285. It is recommended that the 2022 expenditure ceiling for donated funds is set at \$25,000.

Mr. Dave Danhoff made a motion to approve the donated fund expenditure ceiling for calendar year 2022. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

d. Administration of Family Directed Resource (FDR) Program

Resolution #: 12-16-2021

Each year the Erie County Board of DD is required to pass a resolution for the administration of the Family Directed Resource (FDR) Program.

Mrs. Stacie Schmid 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 2022. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

7. 2022 Authorized Employee Positions

The 2022 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2022 Draft Budget. Mrs. Stacie Schmid made a motion to approve the 2022 Authorized Employee Positions. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

C. Policy Committee Report

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

- Confidentiality of Protected Health Information Policy
- Administration of Social Networking Policy

The Administration of Social Networking Policy was reviewed, and no revisions were made. Therefore, approval by the Board is not required on this policy.

The Confidentiality of Protected Health Information Policy was reviewed and revised. Mrs. Tracey Susana made a motion to approve this policy as revised. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

VIII. OLD BUSINESS

A. ECBDD Drive Thru Santa Event

Carrie Beier reported that the ECBDD hosted a Drive Thru Santa Event on Saturday, December 4, 2021, from 10am-12pm. The community was invited to this fun and festive event. We had a great turn out and the event was very successful.

IX. NEW BUSINESS

A. 2022 ECBDD Holiday & In-Service Calendar

The 2022 Employee Holiday & In-service Calendar (handout) was distributed for review and approval. Mr. Mark Harrington made a motion to approve the 2022 Employee Holiday & In-service Calendar. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

B. Table of Organization

The ECBDD Table of Organization (handout) was distributed for annual review and approval. Mrs. Stacie Schmid made a motion to approve the Table of Organization. Mr. Tracey Susana seconded the motion. With all members in favor, the motion passed.

C. 2022 Board Meeting Schedule

The 2022 Board Meeting Schedule was distributed for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the 2022 Board Meeting Schedule. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

D. 2022 Board Meeting Training & Report Schedule

The Board Meeting Training & Report Schedule for 2022 was distributed for informational purposes (handout).

E. 2022 Officers and Committee Appointments

Carrie Beier reported that Officer Elections and Committee Appointments will take place at the January 2022 Board Meeting. A document identifying past and current Officers was distributed along with the 2021 Committee Appointments, both as references (handout).

X. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings and activities: OPRA member Friday Five calls, Kiwanis virtual Erie Co. mtg., FCFC Erie County Council Mtg., ECHO TA OMAS session, OACB Annual Convention and Trustee mtg., Erie County Health Dept. meeting, and Clearwater Council of Governments Board (COG) meeting.
- **Media/Public Relations:**
 - Sandusky Register article: December 7, 2021, 500-plus attend drive-thru event (handout).

- Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Personnel:** We have posted for a HMG Home Visitor, EI Service Coordinator and a Communication Outreach Specialist. We are reviewing applications and will repost as needed. We have one new SSA starting in January and hope to bring on a second SSA in January as well.
- **Adult Day Services (ADS) & Residential Services:** Carrie is working with Firelands Forward and the Clearwater COG to bring ERN services in Erie County, as a benefit our providers to help address staff retention and stabilization. This service provides success coaches to support frontline staff with personal or professional challenges or goals, etc. Carrie will keep Board Members posted as this initiative is established and implemented. Felicia Zendejas and Carrie are continuing to connect with Residential and Adult Day providers, through monthly Zoom meetings. We are also connecting with providers in 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.
- **Staff Wellness & Self Care:** Andy Swaisgood (Customer Care Coordinator) is offering ongoing on-site guided meditation sessions to our staff to promote self-care.
- **DODD:** Director Jeff Davis announced he will be retiring as of December 31, 2021. Kim Hauck will take over as Director starting January 1, 2022. Kim served as Deputy Director of policy and strategic planning. She has worked in the DD system for decades starting at the Hamilton County Board of DD and moving on to DODD several years ago. She has a rich background in local county board services. DODD will be making COVID testing kits available to providers who are in need of tests through a regional distribution system. The Clearwater COG will be the contact for our area for providers in need of COVID test kits. We will support and assist providers in any way we can to get needed test kits.
- **Merakey:** We are now offering specialized supports for youth with DD and Mental Health diagnosis who have complex and intensive needs. This is a new service we have developed in partnership with our COG counties. Carrie will ask Nancy Richards, from the COG, to present on these services in 2022.
- **Staff Response:** Attached please find the statements of appreciation from staff regarding the pandemic bonus, approved at the November Board meeting (handout). Thank you again for supporting this effort.
- **COVID:** We plan to continue masking and distancing in our building at this time. Attached you will find our protocol for quarantine situations (handout).

XI. EXECUTIVE SESSION

Mr. Dave Danhoff made a motion to enter into Executive Session for certain personal matters to consider the appointment, employment, dismissal discipline, promotion, demotion or compensation of a public employee. Mrs. Stacie Schmid seconded the motion. Roll call vote followed:

David Danhoff AYE
 Mark Harrington AYE
 Eric Kibler AYE

Katelyn Miller AYE
Stacie Schmid AYE
Tracey Susana AYE

At 6:40 p.m. the Board entered Executive Session.

At 7:15 p.m. the Board exited Executive Session.

XII. ADJOURNMENT

Mr. Dave Danhoff made a motion to adjourn the Board meeting at 7:16 p.m. Mr. Eric Kibler seconded the motion. With all members in favor the motion passed, and the December Board meeting was adjourned.



Recording Secretary

1-21-22

Date