

*"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 20, 2022

PRESENT

Board Members: Dave Danhoff, Mark Harrington, Eric Kibler, and Stacey Schmid.

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

VISITORS SIGNED IN

Pat Gates, Melanie F., Megan Etzel, Diane Corse, Becki Walter, Jennifer Kinney, Felicia Zendejas, and Adrienne Keys.

I. CALL TO ORDER

The January 20, 2022, Board Meeting was called to order at 6:00 p.m. by Board President, Mr. Dave Danhoff.

II. ROLL CALL

Roll Call was taken. Mrs. Katelyn Miller and Mrs. Tracey Susana were absent excused. All other Board Members were present.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

Pat Gates, Self-Advocacy & Community Integration Specialist, spoke to Board Members on principles of Self-Determination. Self-Advocate, Melanie F., was in attendance and shared her extensive volunteer experiences in giving back to the community. Melanie has been volunteering in the community for over 20 years in various volunteer roles, including working at Victory Kitchen and Erie Metro Parks. Melanie was applauded by Board Members for her service to the community.

V. APPROVAL OF DECEMBER 16, 2021, MEETING MINUTES

Mr. Mark Harrington made a motion to approve the December 16, 2021, Board Meeting minutes as submitted. Mr. Eric Kibler 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 and discussed. Rachel shared the following highlights:

- End of year finances were reviewed. We ended the year at 100% in revenue and 88% in expenditures.
- No outstanding expenditures or revenues, beyond regular, to discuss.
- The 2022 Draft Budget was sent to the Erie County Commissioners office. We are awaiting review and questions from their office, with expected approval to occur in March.
- A budgeted transfer of funds will occur in January, from the general to waiver funds, to cover match dollars.

2. Fiscal Report

The Fiscal Report for Month Ending December 31, 2021, was provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the December Fiscal Report as submitted. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

3. 2022 Service Contracts

Authorizing Payment to Roundstone Management, LTD.

Resolution #: 01-01-2022

The Erie County Commissioners require a Board **THEN and NOW resolution** for expenses exceeding **\$5,000.00** that are being submitted for payment without a previously encumbered purchase order. The resolution authorizes payment to **ROUNDSTONE MANAGEMENT, LTD** for services in the amount of **\$51,521.64 (Fifty-one Thousand, Five Hundred Twenty-one Dollars and 64/100 Cents)**.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO ROUNDSTONE MANAGEMENT, LTD.

The Erie County Board of DD met this **20th DAY OF JANUARY 2022.**

Mr. Eric Kibler introduced the following resolution and moved its adoption:

WHEREAS ROUNDSTONE MANAGEMENT, LTD. requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

THAT ROUNDSTONE MANAGEMENT, LTD. is herewith approved for payment in the amount of \$51,521.64 (Fifty-one Thousand, Five Hundred Twenty-one Dollars and 64/100 Cents) provided for the Erie County Board of DD out of appropriation account #20110-6517-512401 Medical/Insurance line.

THAT the Erie County Board of DD hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if

any, which result in formal action, were taken in meetings open to the public, in full compliance with the applicable legal requirements of the Revised Code.

Mr. David Danhoff seconded the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

David Danhoff	AYE
Mark Harrington	AYE
Eric Kibler	AYE
Stacie Schmid	AYE

Adopted: YES

C. Policy Committee Report

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

- Individual Supports Policy
- Service and Support Administration Policy

The Individual Supports Policy and the Service and Support Administration Policy were reviewed and revised. Mrs. Stacie Schmid made a motion to approve these policies as revised. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

VII. DEPARTMENT REPORT

A. Strategic Plan 4th Quarter/ Year End Report

The Strategic Plan 4th Quarter/ Year End Report was distributed (handout). Carrie Beier reviewed highlights from the report.

VIII. OLD BUSINESS

A. 2022 Election of Board Officers

Nominations for Election of Officers were proposed. Mr. Mark Harrington made a motion to approve the following as the 2022 Board Officers:

- President, Mr. Dave Danhoff
- Vice President, Mr. Eric Kibler
- Secretary, Mrs. Stacie Schmid

Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

B. 2022 Board Committee Appointments

Proposed Committee Appointments were reviewed and discussed. Mr. Mark Harrington made a motion to approve the following 2022 Board Committee Appointments:

- Ethics Committee: Mark Harrington, Stacie Schmid and Katelyn Miller.
- Finance Committee: Eric Kibler, Tracey Susana and Dave Danhoff.
- Policy Committee: Stacie Schmid, Tracey Susana and Katelyn Miller.
- Appeals Committee: Mark Harrington, Eric Kibler and Tracey Susana.
- Superintendent Review Committee: Mark Harrington, Eric Kibler and Stacie Schmid.

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

IX. NEW BUSINESS

A. Board Member Reappointments & Open Seat

Carrie Beier reported that Mr. Mark Harrington and Mrs. Katelyn Miller have been reappointed to a 4-year term, 1/1/22 through 12/31/25. We have one open Board Member position, vacated by John Hoty. This open seat is an Erie County Commissioner appointed position and Carrie remains in contact with their office to seek a replacement.

B. Declaration of School Age Program

Mrs. Stacie Schmid made a motion to declare the Erie County Board of Developmental Disabilities has elected to not participate in the provision of educational services to school age children ages six to twenty-one years of age for the 2022-2023 school year. This is the annual notification required by Ohio Revised Code 5126.04. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

C. Special Olympics Donation

Mrs. Stacie Schmid 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: OPRA Provider Friday Five virtual meeting, Kiwanis virtual Erie Co. meeting, FCFC Erie County Executive Committee, ECHO Multi-System Youth Technical Assistance, Erie County Health Dept. Resource & Referral meeting, Erie Huron Family Initiatives Housing meeting, Erie County Residential-Voc-Day Hab Provider meetings virtual, Ohio Early Childhood Advisory meeting, Superintendent Development Program meeting, Early Intervention Supt. Executive Committee meeting, OACB Superintendent Executive meeting, and All staff Coffee with Carrie.
- **Media/Public Relations:**
 - Sandusky Register article: January 18, 2022, Local Voices **Welcome 2022** (handout).
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Personnel:**
 - We have posted and are interviewing for an HMG Home Visitor & an EI Service Coordinator.
 - We have hired Miranda Ewell as our Communication & Outreach Specialist. She will begin on Monday, 1/24/22.
 - We are interviewing to fill 2 open SSA positions.
- **Adult Day Services (ADS) & Residential Services:** Felicia and Carrie are continuing to reach out to Erie County providers to see what challenges they are experiencing and brainstorm possible solutions. We also share local Board updates.

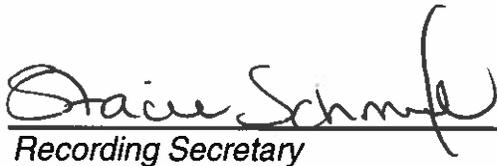
- **DODD:** Director Kim Hauck has shared she will continue to move forward with current initiatives such as expanding the use of technology for those serve, developing regional and statewide supports for multi-system youth and supporting a living wage for agency and independent providers. DODD is rolling out training for the implementation of the new Ohio ISP.
- **COVID:** We plan to continue masking and distancing in our building currently. Attached you will find our protocol for isolation and quarantine situations (handout).
- **MIID:** We are collaborating with Mental Health and Law Enforcement to provide local training to first responders in the community. This training will give those who work on the front-line, protocols and best practice strategies for interacting with a person with a developmental disability or a mental health diagnosis. (handout)
- **OACB:** OACB is continuing to lobby our legislators for a change in legislation to allow some virtual options to ORC Board Member attendance requirements.

XI. EXECUTIVE SESSION

There was no Executive Session.

XII. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:32 p.m. Mr. Eric Kibler seconded the motion. With all members in favor the motion passed, and the January Board meeting was adjourned.


Recording Secretary

2-18-22
Date