



*"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 15, 2022**

**PRESENT**

Board Members: Dave Danhoff, Eric Kibler, Katelyn Miller, and Stacie Schmid.

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

**VISITORS SIGNED IN**

Felicia Zendejas.

**I. CALL TO ORDER**

The December 15, 2022, Board Meeting was called to order at 6:01 p.m. by President, Mr. Dave Danhoff.

**II. ROLL CALL**

Roll Call was taken. Mr. Mark Harrington was absent excused and Mrs. Tracey Susana was absent. All other Board Members were present.

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENT**

There was no Public Comment.

**V. APPROVAL OF OCTOBER 20, 2022, MEETING MINUTES**

Mrs. Stacie Schmid made a motion to approve the October 20, 2022, 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 Report:** The Ethics Committee did not meet.

## **B. Finance Committee**

### **1. Finance Committee Report**

The Finance Committee met this month. Rachel Malone reported that the October and November financials were reviewed by the Finance Committee. Rachel shared the following highlights:

- Revenue and expenses are on target for YTD. Revenue is at 96% and expenses are at 83%. We expect to come in under budget at year-end.
- The Fiscal Forecast was reviewed and will be shared with the Board in early 2023.
- The 6.5% DSP retention payment has passed the house and senate. It is awaiting the Governor's signature. We have already begun making payments.

### **2. Fiscal Report**

The Fiscal Report for Month Ending October 31, 2022 and November 30, 2022 were provided for review and approval (handout). Mr. Dave Danhoff made a motion to approve the October and November Fiscal Reports as submitted. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

### **3. 2023 Draft Budget**

A copy of the current 2023 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 2023 and may be edited as appropriate by the Erie County Commissioners. Mr. Eric Kibler made a motion to approve the 2023 Draft Budget. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

### **4. 2023 Service Contracts**

#### **Resolution #: 12-04-2022**

According to the Board's fiscal policy, any program and professional contracts over \$25,000 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. Haynes, Kessler, 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)
- p. Impact Group (strategic planning)

Mrs. Stacie Schmid made a motion to authorize the Superintendent to approve the 2023 Service Contracts. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

5. **2023 Provider Contracts**

**Resolution #: 12-05-2022**

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 2023 contract. The contracts listed below will result in payment by the Board greater than \$25,000 in 2023. 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

Mrs. Stacie Schmid made a motion to authorize the Superintendent to approve the 2023 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 #: 12-06-2022**

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.

Mrs. Katelyn Miller made a motion to approve the use of up to \$1,500,000 of the CY 2023 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. Eric Kibler seconded the motion. With all members in favor, the motion passed.

**b. Mileage Reimbursement Rate**

**Resolution #: 12-07-2022**

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 \$.625 per mile. It is recommended that all non-bargaining unit members are to be reimbursed at a rate of \$0.55 per mile.

Mrs. Katelyn Miller made a motion to approve the non-bargaining mileage reimbursement rate of \$0.55 per mile for calendar year 2023. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

**c. Donated Funds Expenditures**

**Resolution #: 12-08-2022**

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 \$101,324. It is recommended that the 2023 expenditure ceiling for donated funds is set at \$25,000.

Mr. Eric Kibler made a motion to approve the donated fund expenditure ceiling for calendar year 2023. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

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

**Resolution #: 12-09-2022**

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 2023. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

**7. 2023 Authorized Employee Positions**

The 2023 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2023 Draft Budget. Mrs. Stacie Schmid made a motion to approve the 2023 Authorized Employee Positions. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**8. Employee Bonus**

**Resolution #: 12-11-2022**

Mrs. Katelyn Miller made a motion to approve the Erie County Board of Developmental Disabilities, pay employees, who are in active work status as of November 26<sup>th</sup>, 2022, a one-time bonus (full time employees of \$1000.00 and part time employees \$500.00). This bonus was paid with the December 9<sup>th</sup>, 2022, paycheck. Mr. Eric Kibler 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
Eric Kibler	AYE
Katelyn Miller	AYE
Stacie Schmid	AYE

**Adopted: YES**

### **C. Policy Committee Report**

The Policy Committee reviewed one policy in December. This policy was the:

- Home and Community Based Supports Waiting List Policy

The Home and Community Based Supports Waiting List Policy was reviewed and revised. The Policy Committee is recommending Board approval of this policy. Mrs. Katelyn Miller made a motion to approve the policy. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

## **VII. OLD BUSINESS**

### **A. Transportation**

Carrie Beier provided an update on Transportation. Effective, November 1, 2022, the Erie County Board of DD is no longer the provider of last resort for transportation services. All six drivers previously employed by ECBDD, now work for Ability Works.

## **VIII. NEW BUSINESS**

### **A. Strategic Planning**

Carrie Beier reported that we have contracted with the Impact Group to assist us in developing our next Strategic Plan for years 2024-2026. The process will begin in February of 2023 and will go through June of 2023. Families, Individuals, Board Members, Staff and Key Stakeholders will be interviewed. A schedule will be shared with Board Members at the next meeting.

### **B. Emergency Superintendent Agreement**

#### **Resolution #: 12-10-2022**

RESOLUTION approving an **Agreement for Sharing Services of Superintendent** between the **Erie County Board of Developmental Disabilities** and the **Huron County Board of Developmental Disabilities**.

BE IT RESOLVED by the **Erie County Board of Developmental Disabilities**:

#### **SECTION 1:**

Pursuant to Resolution No. **12-10-2022**, adopted on the **15<sup>th</sup> day of December, 2022**, and as authorized by Section 5126.0219(B) of the Ohio Revised Code, the **Erie County Board of Developmental Disabilities** (hereinafter called the "**Erie County Board**") and the **Huron County Board of Developmental Disabilities** (hereinafter called the "**Huron County Board**") have negotiated an Agreement for Sharing Services of Superintendent (hereinafter called the "**Agreement**"). Pursuant

to the Agreement, the **Erie** County Board and the **Huron** County Board have agreed to share the services of **Carrie Beier**, the current Superintendent (“Superintendent”) for the **Erie** County Board. Pursuant to the terms of the Agreement, the **Erie** County Board shall reimburse the **Huron** County Board for the services of the Superintendent.

A copy of the Agreement will be attached to this resolution and incorporated for reference. Pursuant to the terms of the Agreement, either the **Erie** County Board or the **Huron** County Board may terminate the Agreement upon sixty (60) days written notice to the other party. By its terms, the Agreement will expire on the **29<sup>th</sup> day of November, 2024**.

**SECTION 2:**

The **Erie** County Board hereby approves the above-referenced Agreement for Sharing Services of Superintendent. The **Erie** County Board authorizes the President of the **Erie** County Board to execute the Agreement for Sharing Services of Superintendent on behalf of the **Erie** County Board. Mr. Eric Kibler made a motion to approve this resolution. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

**C. Shared Service Agreement with Crawford County for Business Services**

Mr. Eric Kibler made a motion to approve the contract for Shared Services with the Crawford County Board of Developmental Disabilities for Business Services. This agreement shall be effective from January 1, 2023 to December 31, 2023. This motion would authorize the Superintendent to execute the agreement. Mr. Dave Danhoff seconded the motion. With all members in favor, the motion passed.

**D. 2023 Holiday Calendar**

The 2023 ECBDD Holiday Calendar (handout) was distributed for review and approval. Mrs. Stacie Schmid made a motion to approve the 2023 ECBDD Holiday Calendar. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

**E. Table of Organization**

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

**F. 2023 Board Meeting Schedule**

The 2023 Board Meeting Schedule was distributed for review and approval (handout). Mr. Eric Kibler made a motion to approve the 2023 Board Meeting Schedule. Mr. Dave Danhoff seconded the motion. With all members in favor, the motion passed.

**G. 2023 Board Member Training & Board Meeting Report Schedule**

The Board Meeting Training & Report Schedule for 2023 was distributed for informational purposes (handout).

## H. 2023 Officers and Committee Appointments

Carrie Beier reported that Officer Elections and Committee Appointments will take place at the January 2023 Board Meeting. A document identifying past and current Officers was distributed along with the 2022 Committee Appointments, both as references (handout).

## IX. SUPERINTENDENT REPORT

- Carrie attended the following in-person/virtual/remote meetings, trainings, and activities: Ohio Provider Resource Association, Provider Friday Five's virtual, Ohio Association of County Boards Superintendent Executive Committee meeting, Clearwater Council of Government Board meeting, Kiwanis, Region 1 Superintendent meeting, United Way Board meeting, Erie County Executive Council FCFC meeting, Superintendent Early Intervention SEC Committee meeting, Rotary meeting, OACB EI Rule Committee meeting, SERB Academy Training, and the OACB Annual Conference.
- **Media/Public Relations:**
  - Sandusky Register (handout):
    - *How to 'Be Safe'*- November 21, 2022
    - *Deck the Mall*- December 1, 2022
    - *A merry Deck the Mall event*- December 7, 2022
  - Community Connections Calendar- visit the ECBDD website at [www.eriecbdd.org/events](http://www.eriecbdd.org/events) for our full calendar of events.
- **Personnel:**
  - We are in the process of onboarding 2 new SSA's based on passing all required pre-employment screenings.
  - Team Training: The management staff participated in a team development and positive culture training with Kitty Brandal called "The Energy Bus".
  - Our Fall All-Staff Inservice was held on Tuesday 11/15/22. The training committee planned several interactive fun sessions on working together as a team, problem solving, wellness, and healthy workplace posture.
- **Erie County Providers:**
  - To support specific needs of providers and to answer any questions they may have, Felicia and Carrie invite providers to meet quarterly. We met on Monday 11/14/22 and shared local, regional, and state initiatives, and answered any questions they had. There were no concerns shared. We will meet again in February of 2023.
- **Clearwater Council of Government:**
  - We are participating in a COG wide initiative to educate our county stakeholders and our staff on supported decision making in partnership with the OLY group. More information to come in 2023 and in the strategic plan.
  - The COG is also planning a training for all staff on the topic of "difficult conversations".
- **Strategic Planning:** We have contracted Tom Speaks of the Impact Group to work with us in 2023 to update our 3-year strategic plan. We have coordinated a tentative schedule for strategic planning activities between the months of February and June. Lori Sandel will be our facilitator for ECBDD.

- **Awareness Erie DD:**
  - The Deck the Mall event was held on December 4<sup>th</sup> in partnership with the Sandusky Mall. Approximately 250 children attended.
  - Please see the information on the Night to Shine event (handout). The Chapel has taken the lead and we will be partnering on this event in February 2023.
- **OACB**
  - County Board Levy Results – November 8<sup>th</sup>, 2022, Elections:
    - Carroll: 1-mill renewal (10 years) - **PASS** (63.77%/36.23%)
    - Defiance: 1.9-mill renewal (CPT) - **PASS** (79.43%/20.57%)
    - Fayette: 1.5-mill renewal (10 years) - **PASS** (70.05%/29.95%)
    - Huron: 1-mill renewal (5 years) - **PASS** (68.3%/31.7%)
    - Knox: 2.5-mill replacement/decrease (CPT) - **PASS** (67%/33%)
    - Madison: 1-mill renewal (5 years) - **PASS** (70.82%/29.18%)
    - Mercer: 2.42-mill renewal (6 years) - **PASS** (70.95%/29.05%)
    - Trumbull: 1.5-mill renewal (10 years) - **PASS** (72.41%/27.6%)
    - Tuscarawas: 1.7-mill renewal (10 years) - **PASS** (67.9%/32.1%)
  - OACB is proposing several topics to be addressed as we move to create system reform. The idea points are intended to confront the workforce crisis and continue the progress Ohio has made towards a person-centered system that meets the needs and accommodates the choices of Ohioans with Developmental Disabilities. System Reform Topics to be reviewed, discussed, and addressed by stakeholders for the future:
    - #1) System Reimbursement and Service Design
    - #2) Individual Choice and Autonomy
    - #3) Remote Supports
    - #4) Waiver nursing and medication administration
    - #5) Residential Settings Capacity and Innovation
    - #6) Provider Compliance and County Board Accreditation
    - #7) Provider Certification
    - #8) Multi-System Youth/Intensive Behavioral Support Add On
    - #9) ICF Modernization
- **DODD**
  - The Early Intervention data from State Fiscal Year 2022 was shared (handout). We have seen an increase in EI enrollment in some areas of the State, but other areas have stayed stable. The state is seeing a leveling of numbers in the last two quarters and believes the increasing numbers will stabilize.
  - DODD and county boards are trying to come to agreement on best practice for using the Ohio ISP with non-waiver individuals we support specifically children 3 to 18 years of age and others who receive non-Medicaid services.

## **X. EXECUTIVE SESSION**

Mr. Eric Kibler 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. Katelyn Miller seconded the motion. Roll call vote followed:



Dave Danhoff	AYE
Eric Kibler	AYE
Katelyn Miller	AYE
Stacie Schmid	AYE

At 6:46 p.m. the Board entered Executive Session.

At 7:06 p.m. the Board exited Executive Session.

Mr. Eric Kibler made a motion to approve the renewal of the Superintendent's Contract, as amended, for a term of three years, January 1, 2023 through December 31, 2025. This motion authorizes the Board President to execute this contract on behalf of the Board. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

**XI. ADJOURNMENT**

Mrs. Katelyn Miller made a motion to adjourn the Board meeting at 7:10 p.m. Mr. Eric Kibler seconded the motion. With all members in favor the motion passed, and the December Board meeting was adjourned.



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*Recording Secretary*

1-19-23  
*Date*