



*"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 19, 2023

PRESENT

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

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

VISITORS SIGNED IN

Diane Corso, Jennifer Kinney, and Mike Riggle.

I. CALL TO ORDER

The October 19, 2023, Board Meeting was called to order at 6:01 p.m. by President, Mr. Dave Danhoff.

II. ROLL CALL

Roll Call was taken. Mrs. Brooke Gammie and Mrs. Mary Peters were absent excused. All other Board Members were present.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

There was no Public Comment.

V. APPROVAL OF SEPTEMBER 21, 2023, MEETING MINUTES

Mrs. Katelyn Miller made a motion to approve the September 21, 2023, 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 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 September financials were reviewed by the Finance Committee. Rachel shared the following highlights:

- Revenue and expenses were on target for YTD.
- The 2024 Draft Budget was previously distributed to Board Members and is anticipated to be approved at the November Board Meeting, pending further discussions with the Erie County Budget Commission and Erie County Commissioners.

2. Fiscal Report

The Fiscal Report for Months Ending September 30, 2023, was provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the September Fiscal Report as submitted. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

C. Policy Committee Report

Mrs. Stacie Schmid reported that the Policy Committee reviewed the following four policies in October:

- Administrative Resolution of Complaints for Individuals (reviewed, no revisions)
- Ethics Council (reviewed, no revisions)
- MUI Reporting (reviewed, no revisions)
- Individual Supports (reviewed and revised)

The Administrative Resolution of Complaints for Individuals Policy, the Ethics Council Policy, and the MUI Reporting Policy were reviewed, and no revisions made. Therefore, approval by the Board is not required on these policies.

The Individual Supports Policy was reviewed and revised. The Policy Committee recommended Board approval of this policy. Mr. Eric Kibler made a motion to approve the Individual Supports Policy as revised. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

VII. DEPARTMENT REPORTS

A. Strategic Plan Report- 3rd Quarter 2023

The Strategic Plan 3rd Quarter 2023 Report was distributed (handout) to Board Members. Carrie Beier reviewed highlights from the report. Board Members were asked to reach out to Carrie with any questions.

VIII. OLD BUSINESS

A. Remote Board Member Attendance Rule/ Board By-Laws Policy

Mr. Mark Harrington made a motion to approve the Erie County Board of Developmental Disabilities operate under section 5126.0223 of the Ohio Revised Code (ORC) which now permits Board Members to attend and participate in meetings of the County Board via means of electronic communication and to

incorporate policy and procedures into the Board By-Laws Policy. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

IX. NEW BUSINESS

A. OACB Annual Board Meeting Representative

Mrs. Katelyn Miller made a motion to approve that Carrie Beier, Superintendent, serve as the Erie County Delegate Representative at the OACB Annual Board Meeting on November 29, 2023. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

B. Association SSA Contract Approval

Mr. Eric Kibler made a motion to approve the contract between the Erie County Board of Developmental Disabilities and the ECBDD Employees Association Firelands Local Option, Service and Support Administrators. This contract is effective 11/1/23 through 10/31/26. This motion authorizes the Superintendent to execute the contract. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

X. SUPERINTENDENT REPORT

- Carrie attended the following in-person/virtual/remote meetings, trainings, and activities: Ohio Provider Resource Association Provider Friday Five's virtual meeting, Kiwanis, Rotary, United Way Board meeting, Statewide Early Childhood Advisory, COG Board meeting, FCFC Executive Committee meeting, Home Visiting DCY meeting, SUN Club Respite event, Family Initiatives of Huron/Erie County, ARC Conference, and Clearwater COG Board meeting.
- **Media/Public Relations:**
 - Sandusky Register: *Building bridges for a brighter future*- October 17, 2023 (handout)
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Personnel:**
 - We have 2 open SSA positions and are actively seeking applicants for these positions.
 - Our next all staff Professional Development Day will be on October 25th, 2023. Training topics are: Mental Health, Grief/Loss, and Harassment in the Workplace.
 - Active Shooter training for staff is planned for October 30th, 2023. This training will be provided by the Erie County Sheriff's Department.
- **Building Bridges Awards Banquet- October 12, 2023:**
 - We received 53 nominations.
 - Approximately 150 people attended.
 - Sandusky Register did a great article and listed all names of award winners and nominees.
 - We are gathering feedback to use for planning next year.
- **Synergy Conference – October 4-6, 2023:**
 - This conference was held at Kalahari with approximately 800 individuals, family members, advocates, providers, and DD employees attending. This conference offers a great opportunity for individuals and those who work in

the DD industry to learn about best practices, share information and advocate for the needs of people with disabilities. Our SSA Dept., and 4 people we serve, presented on 10/5/23. They presented how they use their Individual Budget to live their best life. The way we use our local tax dollars (Individual Budgets) is unique to Erie County, so it's neat that it's being highlighted by the people we support. The Erie County team did a great job! (See picture below)



- **Dept. of Developmental Disabilities:**

- Reminder: DODD Accreditation review will take place May 8th and 9th, 2024. We will be notified approximately 60 days before the review regarding details of file reviews and other needed information.
- New Elopement Prevention Training: Elopement is when people with developmental disabilities wander from safe areas, leading to potential dangers like injuries, exposure, and encounters with strangers. Our new training, "Understanding and Preventing Elopement," explains why this happens, what signs to look for, and prevention strategies. Watch the video on [YouTube](#) or on [DODD MyLearning](#) to earn a certificate.
- Home and Community Based Waiver Rule Update: Late last week, The Ohio Department of Medicaid filed Ohio Admin. Code 5160-44-32, "Home and Community-Based Medicaid Waiver Program Provider and Direct Care Worker Relationships." This Rule will allow parents of minors, and spouses, under certain circumstances outlined in the rule, to be paid caregivers. You can see the rule here: <https://www.registerofohio.state.oh.us/rules/search/details/335924>.

Please be aware that this rule does not impact DODD's Shared Living service. If you're already certified for Shared Living and providing that service, these changes won't affect you, and any adjustments to Shared Living services will be addressed through the Shared Living rule as part of the Waiver Redesign initiative.

In the upcoming weeks and months, DODD will be providing guidance documents, as well as in-person and recorded trainings to help county boards implement this rule and to keep families well-informed about these

changes. The development of these resources is well underway and will be shared before the rule's planned implementation on January 1, 2024.

- **OACB Highlights:**

- Monica Juenger participated in Ohio Department of Medicaid's OhioRISE Office Hours, together with Carrie Beier (Erie) and other county board staff including Clermont, Putnam, Medina, Auglaize, and Miami counties. Ohio Department of Medicaid shared information about OhioRISE Care Management Entities, an update on the status of launching psychiatric residential treatment centers (PRTF) on November 1st, and a discussion about the difference between OhioRISE respite and DODD respite services. OhioRISE Office Hours for DD system partners take place the second Thursday of every month.
- Monica Juenger, Brent Baer (Wood), Kara Brown (Union/Hardin), Theresa Schnipke (Allen), Steve Williams (BHN Alliance), Brian Green (Miami/Preble), Lisa Kamlowky (Summit), and Kristine Hodge (Delaware) met with DODD's Director Hauck, Lyndsay Nash, Allan Showalter, Nyoka Craddolph, and Joelyn Karlson for a second meeting to discuss the implementation of Ohio Department of Medicaid's caregiving rule OAC 5160-44-32 (a.k.a., paid parent providers). The group discussed the status of the rule, extraordinary care tool, and reviewed the draft communication documents that DODD is preparing for DD specific resources.

XI. EXECUTIVE SESSION

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

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

At 6:24 p.m. the Board entered Executive Session.

At 7:34 p.m. the Board exited Executive Session.

Mr. Mark Harrington made a motion to approve the Administrative Management & Director Contracts for up to 3 years, effective January 1, 2024. This motion authorizes the Superintendent to execute these contracts on behalf of the Board. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

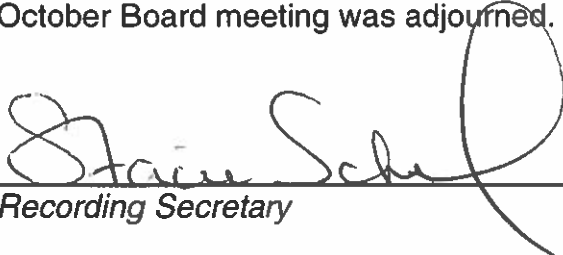
Mr. Eric Kibler made a motion to approve Administrative Management & Director salary ranges, effective January 1, 2024. This motion authorizes the Superintendent to execute these salary ranges on behalf of the Board. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

Mr. Mark Harrington made a motion to approve the Erie County Board of Developmental Disabilities, pay Director and Manager level employees, who are in active work status as of December 1st, 2023, a one-time lump sum bonus. Director-level Employees shall receive \$2,250.00 (two thousand two hundred fifty dollars) and Manager-level Employees, with the exception of Managers in Department 6517, shall receive \$1,950.00 (one thousand nine hundred fifty dollars), payable with the December 8th, 2023, payroll. In lieu of a lump sum, Managers in Department 6517 shall receive a 13% increase effective January 1, 2024. The Executive Administrative Assistant shall receive a one-time lump sum in the amount of \$750.00 (seven hundred fifty dollars). 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

XII. ADJOURNMENT

Mrs. Stacie Schmid made a motion to adjourn the Board meeting at 7:38 p.m. Mr. Eric Kibler seconded the motion. With all members in favor the motion passed, and the October Board meeting was adjourned.


Recording Secretary

11-16-23
Date