



*"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

NOVEMBER 16, 2023

PRESENT

Board Members: Dave Danhoff, Brooke Gammie, Eric Kibler, Mary Peters, and Stacie Schmid.

ECBDD Staff: Carrie Beier and Michelle Kelley

VISITORS SIGNED IN

Diane Corso, Megan Etzel, and Felicia Zendejas.

I. CALL TO ORDER

The November 16, 2023, Board Meeting was called to order at 6:00 p.m. by President, Mr. Dave Danhoff.

II. ROLL CALL

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

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

There was no Public Comment.

V. APPROVAL OF OCTOBER 19, 2023, MEETING MINUTES

Mrs. Stacie Schmid made a motion to approve the October 19, 2023, Board Meeting minutes as submitted. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

VI. BOARD ACTION ITEMS

A. Finance Committee

1. Finance Committee Report

The Finance Committee met this month. Mr. Eric Kibler reported that the October financials were reviewed by the Finance Committee. Mr. Kibler shared the following highlights:

- Revenue and expenses were on target for YTD.
- The 2024 Draft Budget is pending further discussions with the Erie County Budget Commission and Erie County Commissioners.

2. Fiscal Report

The Fiscal Report for Month Ending October 31, 2023, was provided for review and approval (handout). Mr. Eric Kibler made a motion to approve the October Fiscal Report as submitted. Mr. Dave Danhoff seconded the motion. With all members in favor, the motion passed.

3. 2024 Draft Budget

A copy of the 2024 Draft Budget was previously distributed to Board Members. The 2024 Draft Budget will remain in draft form until it is approved by the Erie County Commissioners and may be edited as required pending continued discussions with the Erie County Budget Commission and Erie County Commissioners.

Mr. Eric Kibler made a motion to approve the 2024 Draft Budget. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

4. 2024 Service Contracts

Resolution #: 11-06-2023

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. Medical Mutual (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)

Mrs. Stacie Schmid made a motion to authorize the Superintendent to approve the 2024 Service Contracts. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

5. Approval of 2024 Provider Contracts

Resolution #: 11-07-2023

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 2024 contract. The contracts listed below will result in payment by the Board greater than \$25,000 in 2024. 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. Cruisin City
- e. We R All Around LLC (dba AM/PM 24/7 Taxi)
- f. Erie Residential Living
- g. First Choice of Ohio
- h. Goodwill Industries
- i. Life Out Loud
- j. Lucy Idol Center
- k. Majestic Taxi
- l. Partners in Community
- m. Renaissance House
- n. REM, OHIO
- o. Rising Sun Centers
- p. Riverview Industries, Inc.
- q. City of Sandusky
- r. Speedway Enterprises
- s. Turbo Taxi
- t. Wynn Reeth
- u. Cassel Care

Mr. Dave Danhoff made a motion to authorize the Superintendent to approve the 2024 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 #: 11-08-2023

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. Stacie Schmid made a motion to approve the use of up to \$1,600,000 of the CY 2024 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 that the payment of the non-federal share represents an ongoing financial commitment of the Erie County Board of DD. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

b. **Mileage Reimbursement Rate**
Resolution #: 11-09-2023

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 \$0.55 per mile or the counties rate whichever is higher. The county rate is \$.45. The IRS rate is \$.655 per mile. It is recommended that all non-bargaining unit members are to be reimbursed at a rate of \$0.55 per mile.

Mr. Dave Danhoff made a motion to approve the non-bargaining mileage reimbursement rate of \$0.55/mile for calendar year 2024. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

c. **Donated Funds Expenditures**
Resolution #: 11-10-2023

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 \$90,386. It is recommended that the 2024 expenditure ceiling for donated funds is set at \$25,000.

Mr. Eric Kibler made a motion to approve the donated fund expenditure ceiling of \$25,000 for calendar year 2024. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

d. **Administration of Family Directed Resource (FDR) Program**
Resolution #: 11-11-2023

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

Mr. Eric Kibler 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 2024. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

7. Approval of 2024 Authorized Employee Positions

The 2024 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2024 Draft Budget. Mr. Dave Danhoff made a motion to approve the 2024 Authorized Employee Positions. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

B. Ethics Committee Report: The Ethics Committee met.

Approval of Provider Contracts

Resolution #: 11-12-2023

The following providers have been selected by an individual and their family to provide services through an Individual Budget. The providers listed below have a signed 2024 contract. The contracts listed below will result in payment by the Board to an immediate family member of an individual eligible for county board services or immediate family member of a county board employee. This resolution authorizes the Superintendent to sign the service contracts on behalf of the Board. Services may be provided to this and any other individual that they may select them to provide services.

Mrs. Stacie Schmid made a motion to authorize the Superintendent to approve the following contracts:

- a. Cassel Care, LLC
- b. Makayla's Buddies

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 November:

- Administration of Social Networking (reviewed and revised)
- Independent Provider Overtime (reviewed and revised)
- Confidentiality of Protected Health Information (reviewed and revised)
- Information Technology, General Operations, and Security (reviewed and revised)

All four policies were reviewed and revised and the Policy Committee recommended Board approval of these policies. Mrs. Brooke Gammie made a motion to approve the four policies as revised. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

VIII. OLD BUSINESS

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

Ohio Revised Code 5126.0233 now permits Board Members of County Boards to attend and participate in meetings via means of electronic communication. This new language has been incorporated into our Board By-Laws Policy. Board Members were provided a copy of the revised Board By-Laws Policy (handout).

Mrs. Stacie Schmid made a motion to approve the Board By-Laws Policy as revised. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

B. Crew Trak Pilot

Carrie Beier and Diane Corso provided an update on the Crew Trak Pilot. Crew Trak is a transportation app that is being piloted by a group of individuals we serve to assist in scheduling local transportation needs. The app has been working great for those in the pilot program, which began in October.

IX. NEW BUSINESS

A. Shared Service Agreement with Crawford County for Business Services 2024 ECBDD Holiday Calendar

Mr. Dave Danhoff 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, 2024 to December 31, 2025. This motion would authorize the Superintendent to execute the agreement. Mrs. Brooke Gammie seconded the motion. With all members in favor, the motion passed.

B. 2024 Holiday Calendar

The 2024 ECBDD Holiday Calendar (handout) was distributed for review and approval. Mrs. Brooke Gammie made a motion to approve the 2024 ECBDD Holiday Calendar. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

C. Table of Organization

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

D. 2024 Board Meeting Schedule

The 2024 Board Meeting Schedule was distributed for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the 2024 Board Meeting Schedule. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

E. 2024 Board Member Training & Board Meeting Report Schedule

The Board Member Training & Board Meeting Report Schedule for 2024 was distributed for informational purposes (handout). In 2024, Strategic Plan Reporting to Board Members will move from quarterly to twice annually.

F. 2024 Officers and Committee Appointments

Carrie Beier reported that Officer Elections will take place at the January 2024 Board Meeting. A document identifying past and current Officers was distributed as reference (handout) and discussion took place on proposed 2024 Officers.

A copy of the Committee Appointments was provided for review (handout) and discussion took place. Mr. Eric Kibler made a motion to add Brooke Gammie to the Finance Committee and add Mary Peters to the Policy Committee. 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!



- **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

Mr. Eric Kibler 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. Mrs. Mary Peters seconded the motion. Roll call vote followed:

Dave Danhoff	AYE
Brooke Gammie	AYE
Eric Kibler	AYE
Mary Peters	AYE
Stacie Schmid	AYE

At 6:41 p.m. the Board entered Executive Session.

At 6:52 p.m. the Board exited Executive Session.

XII. ADJOURNMENT

Mrs. Brooke Gammie made a motion to adjourn the Board meeting at 6:53 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the November Board meeting was adjourned.

Stacie Schmid 1-19-24
Recording Secretary *Date*