



*"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 18, 2024

PRESENT

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

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

VISITORS SIGNED IN

Mike Riggle, Andy Swaisgood, Felicia Zendejas, and Jennifer Kinney

I. CALL TO ORDER

The January 18, 2024, Board Meeting was called to order at 6:03 p.m. by President, Mr. Dave Danhoff.

II. ROLL CALL

Roll Call was taken. All other Board Members were present.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

There was no Public Comment.

V. APPROVAL OF NOVEMBER 16, 2023, MEETING MINUTES

Mr. Eric Kibler made a motion to approve the November 16, 2023, Board Meeting minutes as submitted. Mrs. Stacie Schmid 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. Rachel Malone reported that the November and December financials were reviewed by the Finance Committee. Rachel shared the following highlights:

- At year-end 2023, revenue was at 97% and expenses were at 93%.
- Nexxus pipeline revenue was discussed.
- Adjustments to revenue for 2024 were discussed.
- Travel expenses were discussed.

2. Fiscal Report

The Fiscal Report for Months Ending November 30, 2023, and December 31, 2023, were provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the November and December Fiscal Reports as submitted. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

3. 2024 Draft Budget

The 2024 Draft Budget was edited by the Erie County Commissioners and approved by the Erie County Commissioners in January of 2024. Board Members were provided a copy of the approved 2024 Budget (handout).

4. Then & Now Resolution Payment to Ability Works

Resolution: #01-01-2024

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. This **THEN and NOW resolution** confirms that the Board of DD had sufficient money in the budget at year end **2023** (THEN) and has sufficient money in the expense line item in **2024** (NOW) to pay this invoice. The resolution authorizes payment to **ABILITY WORKS, INC (inv #FDR FUNDS)** services in the amount of **\$10,000.00 (Ten Thousand Dollars and 00/100 Cents)**.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO ABILITY WORKS, INC.

The Erie County Board of DD met this **18th DAY OF JANUARY 2024**, Mr. Eric Kibler introduced the following resolution and moved its adoption:

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

THAT ABILITY WORKS, INC. is herewith approved for payment in the amount of \$10,000.00 (Ten Thousand Dollars and 00/100 Cents) provided for the Erie County Board of DD out of appropriation account **#20110-6508-530000 FDR CONTRACTURAL SERVICES 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. Mark Harrington 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
Brooke Gammie	AYE
Mark Harrington	AYE
Eric Kibler	AYE
Katelyn Miller	AYE
Mary Peters	AYE
Stacie Schmid	AYE

Adopted: YES

B. Ethics Committee Report: The Ethics Committee did not meet.

C. Policy Committee Report

Mrs. Stacie Schmid reported that the Policy Committee reviewed the following two policies in January:

- Service and Support Administration Policy (reviewed and revised)
- Layoff Policy- Unclassified (new and reviewed)

The Service and Support Administration Policy was reviewed and revised. The Layoff Policy- Unclassified is new, reviewed, and will be added to the ECBDD Personnel Manual, section 607. The Policy Committee recommended Board approval of both policies. Mrs. Stacie Schmid made a motion to approve these policies. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

VII. DEPARTMENT REPORTS

A. Customer Care Department Report

The Customer Care Department Report was distributed (handout). Andy Swaisgood, Customer Care Coordinator, reviewed the report.

B. Strategic Plan Report- 4th Quarter/Year-End

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

VIII. OLD BUSINESS

A. 2024 Election of Board Officers

Nominations for Election of Officers were proposed. Mrs. Katelyn Miller made a motion to elect the following as the 2024 Board Officers:

- President, Mr. Eric Kibler
- Vice President, Mr. Dave Danhoff

- Secretary, Mrs. Stacie Schmid
- Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

IX. NEW BUSINESS

A. Declaration of School Age Program

Mr. Mark Harrington 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 through twenty-one years of age for the 2024-2025 school year. This is the annual notification required by Ohio Revised Code 5126.04. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

B. Special Olympics Donation

Mrs. Brooke Gammie made a motion to approve the Erie County Board of DD use donated funds to make a donation to the Special Olympics of Erie County in the amount of \$5,000.00 for sports program needs. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

C. 2024 Board Member Training

Carrie Beier reported that we are awaiting suggested training topics from DOOD. We expect this information will be released in late January. In the meantime, we will plan for our annual training on MUI/UI Rule and COG Updates (1.5 hours) to be held following the February Board Meeting on February 15, 2024.

X. SUPERINTENDENT REPORT

Carrie attended the following in-person/virtual/remote meetings, trainings and activities: Ohio Provider Resource Association Provider Friday Five's virtual, Kiwanis, Rotary, COG Board meeting, Erie County FCFC Council meeting and Executive Committee meetings, SUN Club event, Huron Family Initiative Housing meeting, Erie County Budget Commission, OACB Annual Conference, OACB EI Committee meeting, ESC Women in Leadership Networking, SEC Superintendent Committee meeting, Erie County Chamber Government Advocacy Committee, and Clearwater COG Board meeting.

- **Media/Public Relations:**
 - Sandusky Register (handout):
 - *Come out to Deck the Mall*- November 30, 2023
 - *A delightful Deck the Mall*- December 5, 2023
 - *Kids move, groove with interactive activities*- December 6, 2023
 - Town Money Saver Ad (handout): *Strategic Plan*- December 2023/January 2024
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Night to Shine:** This event is sponsored by the Tim Tebow Foundation and The Chapel of Sandusky. We are partnering with The Chapel to support this event scheduled for February 9, 2024. Staff will be volunteering to support the registration process.

- **Deck the Mall:** The Erie Co. Board of DD annual holiday event was held on December 2, 2023, at the Sandusky Mall from 10:00 am to 1:00 pm. We estimate over 450 kids attended.
- **Personnel:**
 - All positions have been filled.
 - 2024 first quarter trainings:
 - Management training - Kitty Brandal presented information on service excellence and the “red carpet experience” on January 16th.
 - An all staff Professional Development will be offered on February 27th on the following topics: Backyard and Workplace Conservation, Housing Code Compliance, and the Accessible Ohio Initiative.
- **OACB (Ohio Association of County Boards):**

OACB Staff and county board leaders are participating in the monthly Waiver Modernization Stakeholder Update Meeting to hear the status of the full waiver modernization project. This work also includes reviewing the waiver allocation methodology, DODD/Deloitte are reviewing assessment tools from other states that will improve assessments acuity/service needs including New York and Minnesota. Deloitte is also reviewing provider data survey results from their data collection to understand challenges with current rates and inform rate model development. Other stakeholders that participate in these meetings include OPRA, OHCA, and The Arc of Ohio. Local county boards are represented by the following individuals at the Stakeholder meetings **Holly Brugh** (Summit), **Jeramee Caraballo** (Medina), **Megan Manuel** (Warren), **Marie Wilbanks** (Pickaway), **Neil Townsend** (Hamilton), **Renee Kohler** (Auglaize), **Rachel Malone** (Erie), **Rachel Sielski** (Cuyahoga), **Steve Oster** (Knox/Coshocton), **Tyler Davis** (Shelby/Champaign), **Kara Brown** (Union/Hardin), **Kevin Davis** (Athens), and **Michele Giess** (Richland).

In January, OACB will begin creating best practices tools and materials to support county boards as they implement the new board member appointment requirements passed in HB 33. This new mandate changes the parent/family appointment specifications within current statute and requires the appointment of a person with developmental disabilities to all 88 county boards beginning on July 1, 2025.

Adam Herman, OACB Executive Director, met with association representatives from the other county-based health and human services agencies (behavioral health, children’s services, commissioners, etc.) to discuss a collaborative advocacy approach from local taxing authorities that would be impacted by **HB 344**, legislation that would prohibit the use of replacement levies by taxing agencies (including CBDD). More information will be shared as these conversations continue. *For more information, contact Adam (aherman@oacbdd.org) or Jake (jdowling@oacbdd.org)*

- **DODD (Department of Developmental Disabilities):**

DODD Accreditation: Reminder, our DODD Accreditation review will take place on May 8th and 9th, 2024. We will be notified regarding which files have been chosen for review approximately 60 days before the review. In partnership with Clearwater

COG, we will be doing mock file and records reviews, one in December 2023 and one in March 2024.

Erie County ARPA Grant DODD (Accessibility): The Ohio Department of DD announced the possibility of grant dollars in late November giving county boards approximately 14 days to apply. We have applied for a total of \$286,000.00 and are waiting for CMS final approval of our grant application. Below is a summary of our grant application by categories as required by DODD.

Project Timeline: January 1, 2024 to December 31, 2024.

Supported Connections: Education and Training Opportunities to support tenancy and stable housing. Housing Repairs and Modifications. Assistive Technology and subscriptions. Homelessness prevention services.

Total requested: \$150,000.00

Accessible Communities: Projects to expand community access.

Total requested: \$17,000.00

Universal Changing Tables: Purchase and Installation of universal changing tables in public and private spaces. Mobile Changing unit rental.

Total requested: \$86,000.00

Community Experience: Skill development for self-determination and community experience.

Total requested: \$20,000.00

Un-served & Under-served: Increase to services for non-English speaking individuals with disabilities and their families.

Total Requested \$10,000.00

XI. EXECUTIVE SESSION

There was no Executive Session.

XII. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:58 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the January Board meeting was adjourned.


Recording Secretary

2-15-24
Date