



*"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
MARCH 21, 2024

PRESENT

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

ECBDD Staff: Carrie Beier and Michelle Kelley

VISITORS SIGNED IN

Mike Riggle and Felicia Zendejas.

I. CALL TO ORDER

The March 21, 2024, Board Meeting was called to order at 6:01 p.m. by President, Mr. Eric Kibler.

II. ROLL CALL

Roll Call was taken. All Board Members were present.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

There was no Public Comment.

V. APPROVAL OF FEBRUARY 15, 2024, MEETING MINUTES

Mr. Mark Harrington made a motion to approve the February 15, 2024, Board Meeting minutes as submitted. Mrs. Katelyn Miller 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 February financials were reviewed by the Finance Committee. Carrie shared the following highlights:

- Revenue and expenses are on track.

- Levy funds are expected in March.
- The 2022 Waiver Reconciliation is expected in March and is approximately 30% higher than anticipated.

2. **Fiscal Report**

The Fiscal Report for Month Ending February 29, 2024, was provided for review and approval (handout). Mrs. Brooke Gammie made a motion to approve the February Fiscal Report as submitted. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

3. **Authorized Employee Positions**

The 2024 Authorized Employee Positions list was provided (handout). The position list was revised to reflect the following changes, effective 5/1/24:

- Abolishment of the following positions: Custodial/Maintenance FT, Maintenance FT, and Facility Manager FT.
- Addition of the following position: Maintenance/Custodial Specialist FT.

Mrs. Katelyn Miller made a motion to approve the 2024 Authorized Employee Position effective 5/1/24. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

4. **Then & Now Resolution**

Resolution #: 03-05-2024

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. The resolution authorizes payment to **SAFEINHOME/ALCHERA** for services in the amount of **\$10,495.86 (Ten Thousand, Four Hundred Ninety-five Dollars and 86/100 Cents)**.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO SAFEINHOME/ALCHERA.

The Erie County Board of DD met this **21st DAY OF MARCH 2024**. Mrs. Stacie Schmid introduced the following resolution and moved its adoption:

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

THAT SAFEINHOME/ALCHERA is herewith approved for payment in the amount of \$10,495.86 (Ten Thousand, Four Hundred Ninety-five Dollars and 86/100 Cents) provided for the Erie County Board of DD out of appropriation account #20110-6524-530000 Individual Budget 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

Resolution Adopted: YES

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

C. Policy Committee Report

Mrs. Katelyn Miller reported that the Policy Committee reviewed the following three policies in February:

- Individual Supports Policy (reviewed and revised)
- Early Intervention for Children Birth to Age Three Policy (reviewed and revised)
- Board Superintendent Policy (reviewed, no revisions)

The Board Superintendent Policy was reviewed and there were no revisions. Board approval is not required for this policy.

The Individual Supports Policy and the Early Intervention for Children Birth to Age Three were reviewed and revised. The Policy Committee recommended Board approval of these policies. Mr. Mark Harrington made a motion to approve these policies. Mrs. Mary Peters seconded the motion. With all members in favor, the motion passed.

VII. OLD BUSINESS

A. Community Capital Assistance Program (CCAP) Funding and Rehab Renovation Program (RRP)/ Renovation for Handicap Accessibility Program (RHAP)

Carrie Beier reported that Erie County Board of DD was awarded \$200,000 in CCAP funds towards the purchase of a house for individuals with developmental disabilities. A house has been located and we are expected to close by the end of March. Additionally, we received \$20,000 in RRP funds, which will be used to update windows and doors on one of the currently owned properties.

B. March Developmental Disabilities Awareness Month

See Superintendent Report for update on activities that took place this month.

VIII. NEW BUSINESS

A. Table of Organization

The Table of Organization was provided to Board Members. It has been revised effective, 5/1/24, to reflect the following:

- Abolishment of the following positions: Custodial/Maintenance FT, Maintenance FT, and Facility Manager FT.
- Addition of the following position: Maintenance/Custodial Specialist FT.
- Maintenance/Custodial Specialist FT and Receptionist 2 PT, will report to Director of Community Supports.

Mrs. Brooke Gammie made a motion to approve the Table of Organization as revised, effective 5/1/24. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

B. OACB Spring Conference

Carrie Beier reported that the OACB Spring Conference will be held May 16-17, 2024, in Columbus. If any Board Members are interested in attending, please contact Michelle Kelley.

C. Waiver Modernization

A handout was provided on the Waiver Modernization Project Update (handout).

D. Eclipse

An informational handout was provided on the Solar Eclipse (handout). The Eclipse will take place on Monday, April 8, 2024 at approximately 3:15pm. Carrie Beier has been in contact with the Erie County EMA for recommendations and guidance. ECBDD offices will be open for normal business hours on this date. Employees able to work remotely, have been encouraged to do so.

IX. 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, FCFC Executive Committee meetings, OACB EI Committee meeting, SEC Superintendent Committee meeting, United Way of Erie County Bd. Meeting, Region 1 Superintendent Meeting, BGSU Firelands Breaking Barriers, and Erie County Community Corrections meeting.
- **Media/Public Relations:**
 - Sandusky Register (handout):
 - *Enjoy a night of laughter, comedy-* March 2-3, 2024
 - *Working with individuals who have disabilities-* March 7, 2024
 - *Coloring Contest- Furry Elementary School-* March 11, 2024
 - *College hosting Disability Empowerment Conference-* March 13, 2024
 - *Coloring Contest- Margaretta Elementary School-* March 18, 2024
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **BGSU Breaking Barriers Event:** This event was sponsored by BGSU Firelands and Ken Ganley Auto Group. This is an annual Clark Inclusive Scholarship Program professional development opportunity covering post-secondary options for students with disabilities and the history of inclusion in our society. The movie Crip Camp was featured, and a panel discussion was held regarding current inclusion efforts and opportunities. It was an inspiring and thought-provoking event enjoyed by all. Carrie was honored to be part of the panel. This event is part of our celebration in March which is Developmental Disabilities Awareness month.
- **The Improvaneer Method:** The Erie BD of DD, The Mylander Foundation, and BGSU Firelands partnered to host the Improvaneer Method Event which uses improvisation to teach skills that will greatly increase social, workplace, and lifetime

opportunities for those with developmental disabilities. Approximately 120 people attended the event, and all enjoyed the experience.

- **Mental Impairment Intellectual Disability (MIID):** This committee is sponsored and hosted by the Erie County Board of DD to support conversation and discussion regarding supports and services to those who are most in need in our community. The committee is comprised of community agencies such as law enforcement, probation, schools, mental health, FCFC, Erie Co. JFS, etc. This committee conducts law enforcement training to support a positive relationship between officers and those with disabilities who may encounter law enforcement or have a need for law enforcement in their lives. Two law enforcement training courses have been held so far in 2024 and two more are scheduled.
- **Personnel:**
 - We have one open position posted at this time which is the newly created Maintenance/Custodial Specialist. We have received applications, and plan to begin interviews next week.
 - EAP (Employee Assistance Program)- Attached please find a calendar of resources offered to employees through our EAP (handout).
- **OACB (Ohio Association of County Boards):** The OACB Spring Conference is being held in Columbus on May 16 and 17, at the Hilton in downtown Columbus. Carrie will be attending on 5/17. If you are interested in attending, please let Michelle know and she will assist you with registration. See information attached (handout).
- **DODD (Department of Developmental Disabilities): Our *DODD Accreditation process will take place on May 8th and 9th, 2024.*** We have been contacted by the state to begin the process of providing initial information. We have provided them with information and are waiting to receive further information so we can plan accordingly for meetings, appointments, and visits which will be part of the process.
- **Misc.:** The National Weather Service in partnership with n2y have developed documents for providers or anyone who needs to communicate safety precautions or measures to those with a disability. Please see handouts and share with anyone who may find these documents useful.

X. EXECUTIVE SESSION


There was no Executive Session.

XI. ADJOURNMENT

Mr. Mark Harrinton made a motion to adjourn the Board meeting at 6:33 p.m.. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the March Board meeting was adjourned.

XII. TRAINING

Board Member Training was held following the meeting on the topics of: Providers, MUI/UI, Employment, SSA, and Statewide Updates. The training began at approximately 6:45 p.m. and ended at 7:45 p.m.


Recording Secretary

4-18-24
Date