

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
Main Conference Room, 4405 Galloway Road, Sandusky, Ohio 44870**

*"The Erie County Board of Developmental Disabilities supports people and their families in making choices to pursue the lives they want to live"*

**Meeting Minutes  
January 16, 2014**

**PRESENT:**

Eric Kibler, David Stuck, Howard Collins, Jude Theibert, Don Sieg, Carrie Beier, Rachel Malone, and Kristin Braun.

**VISITORS:**

James Meade, Diane Corso, Eric Wightman, Sharon Travis, Jennifer Kinney, Felicia Zendejas

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

James Meade a member of the Self Advocates of Erie County presented the board with a monthly update:

- The Self Determination Meeting that was scheduled for Monday, January 6<sup>th</sup> was cancelled due to the weather and rescheduled for Monday, January 21<sup>st</sup>.
- The Self Determination Valentines Day Dance has been scheduled for Saturday, February 15<sup>th</sup>.
- Jim Meade's spring/summer bowling league is looking for more individuals interested in bowling. This 10 week season will begin in April. Bowlers will meet once every other week. If interested please contact Jim or Ruth at (419)-602-3255.

**APPROVAL OF MEETING MINUTES**

*A Motion was made by Mr. Jude Theibert to approve the December 19, 2013 meeting minutes after a correction was addressed, second by Mr. David Stuck and with all in favor the motion carried.*

**Election of Officers**

Mr. Jude Theibert made a motion to reelect *Eric Kibler, President; David Stuck, Vice President and Kay Mackey, Secretary.*

A roll call vote followed:

Eric Kibler	AYE
David Stuck	AYE
Howard Collins	AYE
Jude Theibert	AYE
Don Sieg	AYE

**Approved**                      **YES**

*Absent: Kay Mackey*

The official Erie County Board Officers for 2014 are as follows: *Mr. Eric Kibler, President, David Stuck, Vice President and Kay Mackey, Secretary.*

## **Committee Appointments**

The Board members discussed Committee Appointments and decided on the following committees:

### **Committee Appointments**

- |            |   |
|------------|---|
| A. Ethics  | Don Sieg, Howard Collins, and New Member    |
| B. Finance | Eric Kibler, David Stuck, and Jude Theibert |
| C. Policy  | Kay Mackey and New Member                   |
| D. Appeals | Howard Collins, Kay Mackey, and David Stuck |
| E. Capital | Don Sieg, Jude Theibert, and Howard Collins |

## **DEPARTMENT REPORTS**

### **Early Intervention and Help Me Grow – Jennifer Kinney**

- A Help Me Grow (HMG) staff member attended WIC baby shower to distribute HMG literature.
- Early Intervention (EI) department hosted “Mrs. Claus’s Toy Closet” where over 100 gently used toys were distributed to families.
- Family and Children First (FCFC) supervisor, Brandy Bennett is working together with Jennifer Kinney to revise and restart the Early Childhood Coordinating Committee (ECCC) for 2014.
- New Early Intervention Specialist, Jennifer Myers is being trained.
- Night to Shine Event – Over 100 people in attendance. The Sandusky Register covered the event.

### **Individual and Family Supports – Sharon Travis**

- Many of the SSA’s have participated in several trainings this past quarter. Some of the trainings included; Empowering Families Conference; Matching Autism Characteristics to Technology; Everyone is an Asset Builder; Path and Maps Training; Clearwater COG Training; County Board Association Conference and Good Life Training.
- Sharon Travis collaborated with the other COG counties to write a grant for intensive needs individuals. She stated that she is waiting to hear if we received the grant.

## **BOARD ACTION**

### **A. ETHICS COMMITTEE**

The Ethics committee didn't meet this month.

### **B. FINANCE**

*Mr. Jude Theibert made a motion to approve the December, 2013 Finance Report, second by Mr. David Stuck and with all members in favor the motion carried.*

#### **Declaration of School Age Program**

Annually the Board must declare whether or not they will provide school age programs. This year we are required to notify area school districts by February 1, 2014.

David Stuck made a motion to confirm that the Erie County Board of Developmental Disabilities will not provide school age programs for the 2014/2015 school year. The motion was second by Mr. Jude Theibert and with all in favor this motion carried.

#### **Mileage Reimbursement**

##### **Resolution # 01-01-2014**

Each year according to policy, the Erie County Board will set the mileage reimbursement rate. It is recommended by the board that the mileage rate be set at 45 cents per mile.

Mr. Jude Theibert made a motion to approve the set mileage reimbursement rate for 45 cents per mile for calendar year 2014. Motion was second by Mr. Don Sieg and with all in favor the motion carried.

#### **Medicaid Waiver Match**

##### **Resolution # 01-02-2014**

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 that the Board is willing and/or able to commit.

Mr. Jude Theibert made a motion to approve the use of up to \$1,600,000 of the calendar year 2014 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 nonfederal share represents an ongoing financial commitment of the Erie County Board of DD. The motion was second by Mr. David Stuck and with all members in favor the motion carried.

## **2014 Donated Fund Expenditures**

### **Resolution # 01-03-2014**

Each year, according to policy, the Erie County Board sets an annual ceiling for donated fund expenditures in January. Our cash balance in the donation fund is \$9,374.99. It is recommended that the 2014 expenditure ceiling for donated funds is set at \$2500.00.

Mr. Jude Theibert made a motion to approve the recommended donated fund expenditure ceiling of \$2500.00 for 2014. The motion was second by Mr. David Stuck. Motion carried with all in favor.

### **Then & Now**

#### **Resolution # 01-04-2014**

The Erie County Commissioners require a Board THEN and NOW Resolution for expenses exceeding \$5,000 that are being submitted for payment without a previously encumbered purchase order. This THEN and NOW resolution confirms that the DD Board had sufficient money in the budget at the budget year end 2013 (THEN) and also has sufficient money in the expense line item in 2014 (NOW) to pay this invoice. The Resolution authorized payment to **Treasurer, State of Ohio for \$120.00 to Kevin Ferback for goods and/or services provided.**

#### **RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO KEVIN FERBACK.**

The Erie County Board of DD met this **16<sup>th</sup> day of January, 2014.** Mr. Eric Kibler introduced the following resolution and moved its adoption:

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

**THAT KEVIN FERBACK is herewith approved for payment in the amount of \$120.00 (One Hundred Twenty Dollars and 00/100 Cents) provided for the Erie County Board of DD out of appropriation account #20110-6520-528000 – Building Services Travel.**

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. Jude Theibert seconds the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

Don Sieg	AYE
David Stuck	AYE
Howard Collins	AYE
Eric Kibler	AYE
Jude Theibert	AYE
<b>Adopted:</b>	<b>YES</b>

*Absent: Kay Mackey*

## THEN & NOW

### **Resolution # 01-05-2014**

The Erie County Commissioners require a Board **THEN** and **NOW** Resolution for expenses exceeding \$5,000 that are being submitted for payment without a previously encumbered purchase order. This **THEN** and **NOW** resolution confirms that the DD Board had sufficient money in the budget at the budget year end 2013 (**THEN**) and also has sufficient money in the expense line item in 2014 (**NOW**) to pay this invoice. The Resolution authorized payment to Treasurer, State of Ohio for Anthem Blue Cross/Blue Shield Health Insurance for \$38,745.96.

### **RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO ANTHEM BLUE CROSS/BLUE SHIELD HEALTH INSURANCE.**

The Erie County Board of DD met this 16<sup>th</sup> DAY OF JANUARY, 2014. Mr. Don Sieg introduced the following Resolution and moved its adoption:

**WHEREAS, ANTHEM BLUE CROSS/BLUE SHIELD HEALTH INSURANCE, requires payment of goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:**

**THAT THE ANTHEM BLUE CROSS/BLUE SHIELD HEALTH INSURANCE is herewith approved for payment in the amount of \$38,745.96 (Thirty Eight Thousand Seven Hundred Forty Five Dollars and 96/100 Cents) provided for the Erie County Board of DD out of appropriation account (s):**

#20110-6502-512401	Early Intervention Department Health Insurance
#20110-6503-512401	Records and IT Department Health Insurance
#20110-6508-512401	Program Supervision Insurance
#20110-6514-512401	Transportation Department Insurance
#20110-6517-512401	Service and Support Department Insurance
#20110-6519-512401	Administration Department Health Insurance
#20110-6520-512401	Building Services Department Health Insurance
#20121-6500-512401	HMG Department Health Insurance

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. Jude Theibert second the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

Don Sieg	AYE
David Stuck	AYE
Howard Collins	AYE
Eric Kibler	AYE
Jude Theibert	AYE

**Adopted: YES**

*Absent: Kay Mackey*

## **THEN & NOW**

### **Resolution # 01-06-2014**

The Erie County Commissioners require a Board THEN and NOW Resolution for expenses exceeding \$5,000 that are being submitted for payment without a previously encumbered purchase order. This THEN and NOW resolution confirms that the DD Board had sufficient money in the budget at the budget year end 2013 (THEN) and also has sufficient money in the expense line item in 2014 (NOW) to pay this invoice. The Resolution authorized payment to **Treasurer, State of Ohio for Buckeye Telesystem in the amount of \$1,570.04.**

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO **BUCKEYE TELESYSTEM.** The Erie County Board of DD met this **16<sup>th</sup> DAY OF JANUARY, 2014.** Mr. David Stuck introduced the following Resolution and moved its adoption:

**WHEREAS, BUCKEYE TELESYSTEM, requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE EIRE COUNTY BOARD OF DD:**

**THAT THE BUCKEYE TELESYSTEM is herewith approved for payment in the amount of \$1,570.04 (One Thousand Five Hundred Seventy Dollars and 04/100 cents) provided for the Erie County Board of DD out of appropriation account **#20110-6520-529110 Building Services Land Lines.****

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. Don Sieg seconds the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows;

Don Sieg	AYE
David Stuck	AYE
Howard Collins	AYE
Eric Kibler	AYE
Jude Theibert	AYE

**Adopted YES**

*Absent: Kay Mackey*

## OLD BUSINESS

### Operating Plan 2014

Carrie Beier stated that the management team is working on activities for the 2014 Operating Plan and will update this board quarterly on action items.

*Mr. David Stuck made a motion to approve the 2014 Operating Plan, second by Mr. Howard Collins and with all members in favor the motion carried.*

### Erie County Housing Occupancy

By request, Diane Corso supplied the board members with a current occupancy chart for each address that North Coast Community Homes manages in Erie County. The chart included maximum occupancy for each home, as well as individuals looking for roommates.

## NEW BUSINESS

### Ability Works

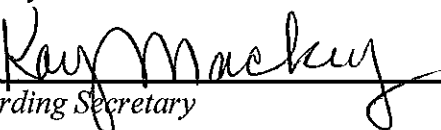
Ability works will be moving out of the county building located next to the Erie County Board of Developmental Disabilities. Allison Young has told Ms. Beier that they plan to stay through 2014. Mr. Pete Daniels, Erie County Administrator is looking at options to utilize the building once Ability Works moves out. Ms. Beier stated that she would keep the board updated as more information becomes available.


## SUPERINTENDENT REPORT

- Ms. Beier stated that she has spoken to several individuals as possible candidates for the open Board seat. She will keep this Board posted on further information.
- Contract Negotiations: A Draft of the final contract was given to the Association for their review based on the agreed upon supposal. Ms. Beier is hopeful to have the final contract signed soon.
- A tentative meeting has been set for the Criterium-Ackerman Engineering to assist in the development of a comprehensive Capital Plan & Capital Improvement Schedule/Budget.
- The Ohio Department of Developmental Disabilities is in the process of reviewing and updating multiple Rules at this time and is accepting comment from Superintendents and other stakeholders.
- Ms. Beier has attended the Superintendent Executive Committee meeting and Region 1 Superintendent meeting this past month.

## ADJOURNMENT

*Mr. Don Sieg made a motion to adjourn the Board meeting at 6:33 pm. This motion was second by Mr. David Stuck and with all members in favor the meeting was adjourned.*

  
Recording Secretary

  
Date