

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Kaleidoscope Center 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
April 19, 2012

PRESENT: Eric Kibler, David Stuck, Jude Theibert, Howard Collins, Connie Balek, Kay Mackey, Lisa Guliano, Jackie Riedy, and Kristin Braun.

VISITORS: Carly Sabo, Harry Miller, Linda Carone, Carrie Beier, Sharon Travis, Eric Wightman, Kristy Ferback, and Joe Casey.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

No comment.

APPROVAL OF MINUTES

On a motion made by Mr. Jude Theibert and seconded by Mr. David Stuck the March 15, 2012 meeting minutes were approved.

A motion was made by Mr. Jude Theibert to approve the Special Board meeting minutes from March 24, 2012 and seconded by Ms Connie Balek with all in favor the motion carried.

DEPARTMENTAL REPORT

Kristy Ferback reviewed the Transportation/Community Connection updates with board members and Mr. Harry Miller, Project STIR Ohio Leader presented information and an update on how the Project STIR classes are progressing. All 20 Project STIR students are scheduled to graduate from the Project STIR Program after 6 weeks of classes on June 5, 2012. Harry Miller, Carly Sabo and Linda Carone demonstrated a few of the skits that they teach the students at the Project STIR classes.

BOARD ACTION

A. **Ethics Committee**

The Ethics Committee did not meet this month.

B. **FINANCE**

1. **Finance Committee Report**

After reviewing the Finance Report Ms Kay Mackey made a motion to approve the Financial Report, seconded by Mr. Howard Collins, all were in favor and the motion carried.

2. **Authorized Employee Positions**

The board reviewed the 2012 Authorized Employee Positions that will be effective Tuesday, May 1, 2012. A new Records Department has been created utilizing staff within the agency as well as a few title changes for some employees.

A motion was made by Mr. David Stuck and seconded by Mr. Jude Theibert to approve the Authorized Employee Positions for May 1, 2012, all in favor the motion carried.

3. **Merit Pay Proposal**

Ms Jackie Riedy explained the parameters of the Merit based system for non-bargaining unit staff. The Merit pay will be based on the scores of the employee's next evaluation (August – September 2012).

Mr. Jude Theibert made a motion to approve the Merit Pay Proposal for non-bargaining unit staff. The motion was seconded by Ms Connie Balek and with all members in favor the motion carried.

C. **POLICY**

Individual Supports Revision

Sharon Travis and Diane Corso presented the board members with a “working copy” of the Individual Support Policy showing a summary of changes to the policy. Board members were also given the completed document to review.

A motion was made by Mr. Jude Theibert to approve the Individual Support Policy seconded by Ms Kay Mackey, all members were in favor and the motion carried.

Delegated Nursing Policy and Procedures

On a motion made by Ms Kay Mackey and seconded by Mr. David Stuck the Delegated Nursing Policy and Procedures was approved with all in favor the motion carried.

Personnel Policies

Section 800, Fraud, Volunteers, and Political Activity policies were mailed to board members for review. All suggestions and corrections should be directed to Policy Committee members: Jude Theibert, Kay Mackey; or Lisa Guliano. Ms Guliano stated that the completed Personnel Policy Manual will be scheduled for approval at the May 24, 2012 meeting.

OLD BUSINESS

A.) Housing Update

Lisa Guliano stated that a three party contract was signed with ECBDD, ARC and North Coast Community Homes and North Coast Community Homes began managing ECBDD's 13 homes effective April 1, 2012. Inspections on the 13 properties plus the 6 ARC homes are underway. Proposals from two CPA firms are forthcoming and selection of a firm to complete the audit will be made in early May.

NEW BUSINESS

A.) Strategic Plan

A report on 1st quarter progress was provided in the board packet. Lisa Guliano stated that management will continue to bring quarterly reports to board meetings to show continued updates and progress on the Strategic Plan.

Superintendent Report

Lisa Guliano announced that Mr. Jed Morrison, Superintendent of Franklin County Board of DD will be conducting the "Levy Training" after the May 24, 2012 board meeting. Ms Guliano opened up the training to all COG county boards interested in attending. Training on the Community Capital Assistance Program and Housing is confirmed for June 21, 2012 from 6:00 pm – 8:00 pm.

