

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

"The Erie County Board of Developmental Disabilities empowers people and their families while living, working, learning and being part of their community"

Meeting Minutes
January 19, 2017

PRESENT:

Board Members: Howard Collins, Eric Kibler, Stacie Schmid, Don Sieg, David Stuck, Jude Theibert, and Bob Wright.

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

VISITORS SIGNED IN:

Jim Meade, Carly Sabo, Felicia Zendejas, Megan Etzel, and Diane Corso.

I. CALL TO ORDER AND ROLL CALL

The January 19, 2017 Board Meeting was called to order at 5:04 p.m. by President, Eric Kibler. Roll Call was taken with all members present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

- A. Carly Sabo informed board members of the following:
- A dance is being planned for Disability Awareness month.
 - Synergy Club is determining how they will raise funds this year to attend the annual conference.
 - On 3/8/17 individuals will be in Columbus meeting with House of Representatives.
 - New Officers for 2017 are: President- Emma Horan, Vice President- Harry Miller, Treasurer- Viola Walker, and Secretary- Allison Linnquist.
- B. Jim Meade is forming a bowling group beginning 3/3/17 which will meet every other week at Cedar Lanes at 6pm. The cost will be \$5 and those interested should contact Jim.

IV. APPROVAL OF MEETING MINUTES

Mr. Jude Theibert made a motion to approve the December 15, 2016, Board Meeting minutes. Mr. Bob Wright seconded the motion. With all members in favor, the motion passed.

V. ELECTION OF OFFICERS & COMMITTEE APPOINTMENTS FOR 2017

A. Nominations for Election of Officers were presented. Mr. Jude Theibert made a motion to close nominations and Mr. Howard Collins seconded. With all members in favor, the motion passed. Mr. Don Sieg made a motion to accept the following proposed 2017 Officers:

President: Mr. David Stuck
Vice President: Mr. Eric Kibler
Secretary: Ms. Stacie Schmid

Mr. Jude Theibert seconded the motion. With all members in favor, the motion passed.

B. Committee Appointments were reviewed and it was determined that committee appointments for 2017 will remain unchanged from 2016. No motion required.

VI. BOARD ACTION ITEMS

A. **Ethics Committee:** The Ethics Committee met. Mr. Howard Collins reported three direct service contracts of ECBDD employees were reviewed. These three contracts will be referred to the prosecutor and DODD for consultation.

B. **Finance Committee:** The Finance Committee met.

1. The Fiscal Report for Month End December 31, 2016 was distributed for review and approval. Mr. Jude Theibert made a motion to approve the December Fiscal Report. Mr. David Stuck seconded the motion. With all members in favor, the motion passed.

2. **Resolution #: 01-01-2017**

The Erie County Commissioners require a Board **THEN and NOW** resolution for expenses that are being submitted for payment without a previously encumbered purchase order. This THEN and NOW resolution confirms that the DD Board had insufficient money in the budget at year end 2016 (THEN) and has sufficient money in the expense line item in 2017 (NOW) to pay this invoice.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO NINKE LAWN SERVICE, INC.

The Erie County Board of DD met this 19th DAY OF JANUARY, 2017 and Mr. Jude Theibert introduced the following resolution and moved its adoption:

WHEREAS, NINKE LAWN SERVICE, INC (reimbursement of December 2016 services (inv #20270101-partial) requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

THAT NINKE LAWN SERVICE, INC is herewith approved for payment in the amount of \$925.00 (Nine hundred, twenty-five dollars and 00/100 Cents) provided for the Erie County Board of DD out of appropriation account #20110-6520-530000 Building Services-Lawn Care 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. David Stuck seconded 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
Bob Wright	AYE
Howard Collins	AYE
Eric Kibler	AYE
Jude Theibert	AYE
Stacie Schmid	AYE

Adopted: YES

3. **Resolution #: 01-02-2017**

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.

Mr. Eric Kibler made a motion to approve the use of up to \$2,000,000 of the CY 2017 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 non-federal share represents an ongoing financial commitment of the Erie County Board of DD. Mr. David Stuck seconded the motion. With all members in favor, the motion passed.

4. **Resolution #: 01-03-2017**

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 \$0.45 per mile or the counties rate whichever is higher. The county rate is \$0.45. The IRS rate is \$0.535 per mile. It is recommended that all non-bargaining unit members continue to be reimbursed at a rate of \$0.45 per mile.

Mr. Eric Kibler made a motion to approve the non-bargaining mileage reimbursement rate of \$0.45/mile for the 2017 calendar year. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

5. **Resolution #: 01-04-2017**

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 \$59,961. It is recommended that the 2017 expenditure ceiling for donated funds be set at \$50,000.00.

Mr. Jude Theibert made a motion to approve the donated fund expenditure ceiling of \$50,000.00 for the calendar year 2017. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

6. Donations Policy

Rachel Malone distributed the current 'Use of Donated Funds Procedure'. Discussion ensued on the policy and it was determined the policy be sent to the Erie County Prosecutor and Erie County Auditor for review and input, then to the Erie County Board of DD Policy Committee.

VII. OLD BUSINESS

- A. **Provider Contracts:** Assurance Network- Carrie Beier stated we are moving forward with the Assurance Network regarding Independent Provider Contracting.
- B. **Draft 2017-** Carrie Beier distributed the Draft- Annual Action Plan for 2017 for board members to review. Directors will be meeting and working on in the coming months.
- C. **Strategic Plan Update-** Carrie Beier reported Mel Marsh, consultant, will be meeting with the management team on 7/26/17-7/27/17 to work on enhancing the plan and tracking data. Board members will be contacted for input.

VIII. NEW BUSINESS

- A. **2017 Board Meeting Schedule:** The 'draft' Erie County Board of DD Board Meeting Schedule for 2017 was reviewed. It was proposed the March meeting be held on March 23rd, 2017 (4th Thursday of the month). Mr. Eric Kibler made a motion to approve the meeting schedule as distributed with the revision to the March meeting to be held on March 23rd, 2017. Mr. David Stuck seconded the motion. With all members in favor, the motion passed.
- B. **2017 Holiday and In-Service Calendar:** The 'draft' Erie County Board of DD Employee Holiday and In-Service Calendar was reviewed. Mr. Jude Theibert made a motion to approve the employee calendar as distributed. Ms. Stacie Schmid seconded the motion. With all members in favor, the motion passed.
- C. **2017 Board Training Schedule:** Carrie distributed the 'tentative' Board Member Training Schedule for 2017. Training sessions conducted at the board office will be video recorded, when possible, and available for viewing at a later date. Mr. Howard Collins made a motion to accept the 2017 Training Schedule. Mr. Bob Wright seconded the motion. With all members in favor, the motion passed.
- D. **Special Olympics:** Mr. Howard Collins made a motion to donate \$5,000.00 to the Special Olympics of Erie County. Mr. Jude Theibert seconded the motion. With all members in favor, the motion passed. It was suggested that we invite Special Olympic participates or an organizational representative to a future board meeting to share their experiences.
- E. **Declaration of School Age Children:** Mr. Eric Kibler made a motion to declare the Erie County Board of DD will not participate in providing educational services to school age children for 2017-2018 school year. Mr. Jude Theibert seconded the motion. With all members in favor, the motion passed.
- F. **Department Reports:** Mr. Howard Collins recommended the return of department reports to the board meetings. All members agreed with this suggestion and it will be added to the agenda as a monthly report. Carrie stated she will work with the Management Team to develop a reporting schedule for departments. Diane Corso stated she will have the 2015-2016 Community Connections data for the next board meeting.

IX. SUPERINTENDENT REPORT

Carrie Beier, Superintendent, distributed and reviewed her monthly report.

- I attended the following meetings, trainings and activities: Sandusky Kiwanis Meeting, Clearwater COG Board meeting, Superintendent Executive Committee OACB, Erie County Self Advocate meeting, Erie Huron FIN Housing meeting, Region 1 Superintendent meeting, and Erie County Budget Review meeting.

- Public Relations:
 - January 2017 Erie County Board of DD FAN Network Newsletter. (Attachment)

 - January 2017 Community Connections Calendar (Attachment)

 - Social Media 2016 year end statistics (Attachment)

- ~~The SSA department is interviewing and filling 3 open positions. The Records Department has interviewed and will be filling the open part time records assistant position. Randy Stewart (maintenance department) has left the Board and the position has been posted. Maintenance/Custodial department is working towards the development of a part time temporary position for a person with a developmental disability.~~

- Due to the growing number of active participants in our Self Advocacy program, we will be contracting with Huron County Board of DD to provide additional assistance with supporting local, regional and state participation in Project STIR and Advocacy activities and events.

- OACB is contracting with a Public Relations Firm to develop information and tools for county boards to use in 2017 to educate the community and publicize the 50th Anniversary of the establishment of County Boards of DD in Ohio. The target time for this educational and informational campaign will be between March and October of 2017. We should begin to receive information, logos etc. for use by the end of January.

- Ball vs. Kasich Lawsuit update: There has been no change with the lawsuit at this time.

- The Superintendent has sent a request to Judge Tone to request a Waiver of Attendance form Director John Martin for Mr. Bob Wright due to critical medical diagnosis. Judge Tone has sent a request to Director John Martin at the Ohio Department of Developmental Disabilities requesting a Waiver of Attendance for 2017. Mr. Greg Swart (DODD legal counsel) has replied and will be reviewing the matter.

- The MRDD Levy Committee point people met on December 19th and I shared some information with them on past Levy activities etc. They will be meeting again the second week in February to plan activities for the future.

- I have attached for you a few figures regarding County Board Transportation that Diane Corso has provided to me. We are always assessing need and operations to maintain needed transportation for those who are unable to access any other forms of transportation as the provider of last resort.
- We are finishing up our 2013 and 2014 DODD Cost Report with the Auditor of State and DODD. A few questions around transportation are being addressed. We are expecting the report to be finalized by the end of January with a minimal finding for TCM and Transportation units for payback of less than \$400.00.

X. EXECUTIVE SESSION

No Executive Session.

XI. ADJOURNMENT

Mr. Jude Theibert made a motion to adjourn the Board meeting at 6:16 p.m. The motion was seconded by Mr. Don Sieg. With all members in favor, the January board meeting was adjourned.

Stacie Schmiel

Recording Secretary

2-16-17

Date