

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
August 17, 2017

PRESENT:

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

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

VISITORS SIGNED IN:

Becki Walter, Jen Kinney, Diane Corso, Megan Etzel, Sharon Travis, Diane Corso, Jim Meade, and Colton Gast.

I. CALL TO ORDER AND ROLL CALL

The August 17, 2017 Board Meeting was called to order at 5:02 p.m. by Vice President, Eric Kibler. Roll Call was taken with Mr. David Stuck and Mr. Bob Wright absent excused and all other members present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

- A. Sharon Travis introduced Colten Gast, SSA, a new staff member that recently joined the ECBDD. The Board welcomed Colten to the team!
- B. The Self-Advocate Report was given by Jim Meade. Jim announced that the Synergy Club exceeded their fundraising goal of \$4,000. These funds will allow twelve individuals to attend the Synergy Conference in October. The Board congratulated the Synergy Club on this accomplishment! Jim also reported that BCSN (Buckeye Cable Service Network) interviewed the group at their bowling fundraiser. The interview can be viewed on Facebook.

IV. APPROVAL OF JULY 20, 2017, MEETING MINUTES

Mr. Jude Theibert made a motion to approve the July 20, 2017, Board Meeting minutes. Mr. Howard Collins seconded the motion. Mrs. Stacie Schmid abstained and with all other members in favor, the motion passed.

V. BOARD ACTION ITEMS

- A. **Ethics Committee:** The Ethics Committee did meet.

Resolution #: 08-09-2017

The following provider has been selected by an individual and their family to provide services through an Individual Budget. The individual is a new provider of services for whom the Board does not have a current signed contract. The contract listed below will result in payment by the Board to an immediate family member of an eligible individual. This resolution authorizes the Superintendent to sign the service contract on behalf of the Board.

Mrs. Stacie Schmid made a motion to authorize the Superintendent to approve the following contracts:

- a. Cassel, Care, LLC
- b. Boots to the Ground, LLC
- c. Orman's Helping Hands, Ltd.

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

B. Finance Committee: The Finance Committee did meet.

1. The Fiscal Report for Month End July 31, 2017, was distributed for review and approval (handout). Mr. Jude Theibert made a motion to approve the July Fiscal Report. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

2. Mr. Jude Theibert reported the following on behalf of the Finance Committee:

- Rachel is working on a 10-year budget projection. This information will be used to determine future levy plans.
- The Cost Report is due 8/31/17.
- Employee Health Insurance options for 2018 are being reviewed.
- The committee reviewed the budget and bills, of which all is on track to date.

C. Policy Committee: The Policy Committee did meet.

1. The Policy Committee previously provided the following policy to all Board Members for review:

- Personnel Policies Sections 700-800 (Content and formatting revisions).

Edits or comments to this policy should be submitted to Carrie Beier or Michelle Kelley by 8/28/17. The Policy Committee will then make final reviews and edits for anticipated approval at the September Board Meeting.

2. Mrs. Stacie Schmid reported the Policy Committee has reviewed and revised five policies for Board Approval. These policies are as follows:

- Title XX (No content revisions- formatting revisions only).
- Fiscal (No content revisions- formatting revisions only).
- Information Technology, General Operations and Security (No content revisions- formatting revisions only).
- Confidentiality of Protected Health Information (No content revisions- formatting revisions only).
- Individual Supports (Content and formatting revisions).

Mr. Jude Theibert made a motion to approve the above listed policies. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

D. Superintendent Committee Report: The Superintendent Committee did not meet.

1. Superintendent Review Committee Report- Mrs. Stacie Schmid suggested the committee meet before the September Board meeting. The committee agreed and a meeting will be scheduled.
2. Approval of Procedure for Superintendent Annual Performance Evaluation & Performance Review Evaluation Tool (handout)
 - Mrs. Stacie Schmid reported the Procedure for Superintendent Annual Performance Evaluation document was distributed for Board Member review and approval. After discussion, it was determined that the approval of the Procedure will be deferred to the September Board meeting. This will allow Board Members more time to review the document and provide any suggested revisions to the Superintendent Review Committee prior to the September Board Meeting. Once approved, the Procedure for Superintendent Annual Performance Evaluation will then be added to the Board By-Laws.
 - The Performance Review Evaluation Tool was distributed to all Board Members. Each Board Member is to complete the tool and return it to Stacie Schmid prior to the September Board meeting. Carrie will also complete a self-assessment and submit to Stacie Schmid prior to the September Board meeting.

VI. DEPARTMENT REPORT

Carrie Beier provided Board Members with a report on Strategic Planning (handout). The Management Team met with Mel Marsh in July. Our mission, vision, values and goals were evaluated and revised. We will be meeting again with Mel in September regarding objectives and metrics. The goal is to complete the Strategic Planning process by December. Carrie is planning to have Mel present at a future Board Meeting.

VII. OLD BUSINESS

A. Provider Contracts Update

Carrie reported we have achieved the goal of our August 1, 2017 deadline.

B. Board Member Training- DODD Webinar Training

1. Carrie reported a webinar training will be offered following the Board Meeting today. The topic is *'Behavior Support: What Has Occurred Over the Previous Year'* and is approximately 1-hour in length. If Board Members are unable to stay following the meeting or prefer to view at another time, Michelle has emailed the video link to you. Once you watch the video, you will need to email Michelle indicating you have done so. This email will serve as documentation that you have completed the video training and you will receive credit for the training.
2. Carrie reported the DODD is now offering all webinars to Board members. Carrie will select approximately 10 webinars from the DODD webinar catalog and Michelle will send the list of webinars out to Board Members.
3. Carrie reported the following additional upcoming opportunities for Board Member training:
 - Regional Board Member Training in September with Dr. Gentile presenting, to be held in Tiffin.

- COG Training in October, to be held in Tiffin.
- As more specific information about these trainings becomes available, Carrie or Michelle will pass this information along to Board Members.

VIII. NEW BUSINESS

A. OACB Winter Conference

Carrie reported Board Member Training can be obtained by attending the OACB Winter Conference, 11/29-12/1, at the Hilton Easton in Columbus. The cost would be covered by the Board. Registration and the Agenda have not been released. Michelle will send this information out as it becomes available.

IX. SUPERINTENDENT REPORT

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

- Carrie attended the following meetings, trainings and activities: Sandusky Kiwanis meeting, Erie County Self Advocate meeting, Ohio Association of County Boards of DD (OACB) Board Trustee, Superintendent Executive Committee meeting, Superintendent Summer Conference, Erie County Family and Children's First Council Executive Committee meeting, Early Intervention DODD State Advisory meeting, and the Ohio Association of Children's Services.
- Public Relations:
 - Erie County Board/HMG Facebook Statistics – January through July 2017 (handout). The ECBDD Facebook page has seen an increase of 67% in page visits, YTD for 2017. Carrie commended Jaclene Pisano, Community Engagement Specialist, who does a wonderful job with our Facebook page! Carrie will plan to share the HMG Facebook page percentage of increase at the September Board Meeting.
 - Erie County Board of DD Community Connections September Calendar (handout).
 - Community Engagement Newsletter & Awards Nomination Form (handout).
- Ball vs. Kasich Lawsuit Update: Over 100 families have petitioned to join the Lawsuit regarding the closing of state operated facilities. The Judge has made a formal ruling to allow our state association (OACB) to be an intervening party as part of the suit. Court implemented mediation is continuing. The content of these mediation meetings, remain confidential.
- Not for Profit Housing Update: Our association has retained legal counsel to represent the interests of persons with developmental disabilities. This legal counsel will advocate to overturn the ruling by the State Tax office which requires not for profit housing boards to pay property tax. Our association is communicating with all county boards on this matter to support any issues that may arise in each county.
- Reminder: We are distributing the Erie County Board of DD annual nomination forms and soliciting nominations to be presented at our October Awards Banquet Dinner. Please reserve on your calendars October 12, 2017, for our Awards

Banquet. Please feel free to share the nomination form. Our Awareness Committee is handling all details for this event.

- Negotiations: Contract negotiations have begun for the SSA contract which expires in November 2017. The negotiation team has met once and will continue to meet throughout August, September and October. We expect our main topics of negotiation to be wages and health care.
- ALWAYS THERE 50 YEARS Statewide Awareness Campaign Update: The Erie County Board of DD and Sports Force teamed up to give back to the community as part of the statewide DD Awareness effort. All county Boards were asked to participate in giving back to their community during the week of July 17th – 21st. We had several articles in the Sandusky Register and a final picture with all the items collected (handout). We are grateful to Sports Force for partnering with us on this awareness event.

X. EXECUTIVE SESSION

Mr. Howard Collins made a motion to enter into Executive Session for certain personal matters to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee and for confidential matters required to be kept confidential by federal or state law. The motion was seconded by Mr. Don Sieg. Roll call vote followed:

Howard Collins	AYE
Eric Kibler	AYE
Stacie Schmid	AYE
Don Sieg	AYE
Jude Theibert	AYE

At 5:48 p.m. the Board entered into Executive Session.

At 6:58 p.m. the Board exited from Executive Session.

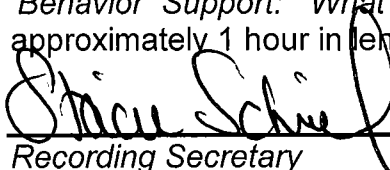
Mr. Jude Theibert made a motion to approve the Individual Budget Request for Additional Funding for J.A. in the amount of \$31,585.10 (Total Budget of \$47,355.10) and the Individual Budget Request for Additional Funding for S.R. in the amount of \$28,594.22 (Total Budget of \$44,364.22). Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

XI. ADJOURNMENT

Mr. Jude Theibert made a motion to adjourn the Board meeting at 6:59 p.m. The motion was seconded by Mrs. Stacie Schmid. With all members in favor, the motion passed and the August Board meeting was adjourned.

XII. BOARD TRAINING

Following the Board Meeting, a DODD training webinar was offered on the topic of 'Behavior Support: What Has Occurred Over the Previous Year'. The training was approximately 1 hour in length.


Recording Secretary

10-19-17
Date