

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."*

Board Meeting Minutes
December 21, 2017

PRESENT:

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

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

VISITORS SIGNED IN:

Rebecca Walter, Jennifer Kinney, Felicia Zendejas, Sharon Travis, Diane Corso and Mel Marsh.

I. CALL TO ORDER AND ROLL CALL

The December 21, 2017 Board Meeting was called to order at 5:01 p.m. by President, David Stuck. Roll Call was taken with Mrs. Stacie Schmid absent excused and all other members present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

No Public Comment.

IV. APPROVAL OF NOVEMBER 16, 2017, MEETING MINUTES

Mr. Jude Theibert made a motion to approve the November 16, 2017, Board Meeting minutes. Mr. Eric Kibler seconded the motion. Mr. Howard Collins abstained and with all other members in favor, the motion passed.

V. BOARD ACTION ITEMS

A. **Ethics Committee:** The Ethics Committee did not meet.

B. **Finance Committee:**

1. Finance Committee Report

The Finance Committee did meet. Rachel Malone reported the following on behalf of the Finance Committee:

- 93% of Total Revenues have been received. 100% of General Fund Revenues received.
- Funds will be moved from part-time salary to cover the 3 payroll periods in December 2017.
- Family Directed Resources- to date approximately \$97,000 of the \$100,000 has been spent.
- Expenses- Large recent expenses include the employer portion of HSA paid to staff members, an architects fee to update the Emergency Operations Guide, and the replacement of the kitchen dishwasher exhaust fan.

2. Fiscal Report

The Fiscal Report for Month End November 30, 2017 was distributed for review and approval (handout). Mr. Jude Theibert made a motion to approve the November Fiscal Report. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

3. Approval of 2018 Draft Budget

Rachel Malone distributed the 2018 Draft Budget and reviewed a document which highlights the changes (handout). The budget is in draft form until approved by the Erie County Commissioners in early 2018. Mr. Jude Theibert made a motion to approve the 2018 Draft Budget. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

4. Approval of 2018 Service Contracts

Resolution #: 12-11-2017

According to the Board's fiscal policy, any program and professional contracts over \$25,000 must be approved by the Board before it is encumbered. This resolution would authorize the Superintendent to approve the following contracts upon receipt of a certificate of available funds from the Erie County Auditor:

- a. Advanced Computer Connections, Inc. (IT support)
- b. Advanced Health, LTD (occupational and physical therapy)
- c. United HealthCare (health insurance)
- d. Ability Works (family directed resources)
- e. Air Force One (heating/mechanical support)
- f. Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis, Inc. (legal services)
- g. City of Sandusky – STS (transportation)
- h. Clearwater COG (various services)
- i. Huron County Board of Developmental Disabilities (shared position)
- j. Kirra Day (physical therapy)
- k. Delta Dental (dental insurance)
- l. Medicaid Billing Solutions (Medicaid and Title XX billing and monitoring)
- m. MT Business (copier)
- n. North Coast Community Homes (housing management)

Mr. Jude Theibert made a motion to authorize the Superintendent to approve these 2018 Service Contracts. Mr. Bob Wright seconded the motion. With all members in favor, the motion passed.

5. Approval of 2018 Provider Contracts

Resolution #: 12-12-2017

The following providers have been selected by an individual and their family to provide services through an individual budget. The providers listed have a signed 2018 contract. The contracts listed below will result in payment by the Board of greater than \$25,000 in 2018. This resolution authorizes the Superintendent to sign the service contract on behalf of the Board. Services may be provided to any individual that may select them to provide services. These providers are as follows:

- a. Ability Works, Inc.

- b. AM/PM 24/7 Taxi
- c. Erie Residential Living
- d. First Choice of Ohio
- e. Goodwill Industries
- f. Life Out Loud
- g. Lucy Idol Center
- h. Majestic Taxi
- i. Partners in Community
- j. Precious Places
- k. Renaissance House
- l. REM, OHIO
- m. Rising Sun Centers
- n. Riverview Industries, Inc.
- o. City of Sandusky
- p. Speedway Enterprises
- q. Wynn Reeth

Mr. Eric Kibler made a motion to authorize the Superintendent to sign these 2018 Provider Contracts on behalf of the Board. Mr. Don Sieg seconded the motion. With all members in favor, the motion passed.

6. Approval of 2018 Authorized Employee Positions

Rachel Malone distributed the 2018 Authorized Employee Positions document (handout) for annual review and approval. All positions are included in the Budget. Don Sieg made a motion to approve the 2018 Authorized Employee Positions. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

7. Proposed 2018 Levy

Carrie Beier referenced and discussed the Budget Forecast distributed at the last meeting. Without additional dollars by 2020, the Board is projected to be operating in a deficit.

Mr. Jude Theibert made a motion to request the Erie County Commissioners approve the placement on the May 2018 county-wide Election Ballot, an additional mil levy, up to .5 mil. The motion was seconded by Mr. Eric Kibler. Roll call vote followed:

| | |
|----------------|-----|
| Howard Collins | AYE |
| Eric Kibler | AYE |
| Don Sieg | AYE |
| David Stuck | AYE |
| Jude Theibert | AYE |
| Bob Wright | AYE |

C. Policy Committee:

1. Policy Committee Report

Mr. Bob Wright reported the Policy Committee did meet in December.

2. Approval of Policies

The Policy Committee has reviewed the following policies is recommending Board Approval of:

- Board By-Laws (Content revisions and formatting revisions)
- Behavior Support Strategies and the Human Rights Committee (COG Policy) (No content revisions, formatting revisions only)
- Board Superintendent Evaluation (New policy and procedure)
- Administration of Social Networking (Content revisions and formatting revisions)
- Independent Provider Overtime (New policy and procedure)
- Individual Supports (Content revisions only)

Mr. Bob Wright made a motion to approve these policies. Mr. Jude Theibert seconded the motion. With all members in favor, the motion passed.

VI. DEPARTMENT REPORT

A. Strategic Plan Update

The Strategic Plan 2018-2020 and Proposed Metrics (handout) were distributed to Board Members for review. Mel Marsh, from Acorn Consulting, presented the Strategic Plan for 2018-2020 to Board Members (Powerpoint Presentation).

Mr. Eric Kibler made a motion to approve the Strategic Plan for 2018-2020. Mr. Howard Collins seconded the motion. Mr. Don Sieg abstained and with all other members in favor, the motion passed.

VII. OLD BUSINESS

A. OACB Winter Conference Review

The OACB Winter Conference Review was tabled to the January meeting.

B. Community Engagement Follow-up

Mr. Don Sieg has been in contact with Diane Corso and Carrie Beier to address his specific questions regarding the Community Engagement Department activities and processes around community connections.

VIII. NEW BUSINESS

A. DSP Website

Carrie Beier shared the statewide DSP (Direct Support Professional) website with the Board. www.dspohio.org is an informational resource tool for Providers and those seeking employment as a DSP.

B. Santa's Workshop- Buckeye Cable System Network (BCSN) Video

Carrie Beier reported that BCSN attended the ECBDD Santa's Workshop and put together a video highlighting our event. The BCSN Santa's Workshop video was viewed by the Board. Over 500 people from the community attended the event and 200 people enjoyed the Pancake Breakfast. A special thank you to the Sandusky Lions Club for hosting the Pancake Breakfast.

C. 2018 Board Meeting Schedule

The 2018 Board Meeting Schedule was distributed for review and approval (handout). Mr. Howard Collins made a motion to approve the 2018 Board Meeting Schedule. Mr. Bob Wright seconded the motion. Mr. Eric Kibler and Mr. Jude Theibert abstained and with all other members in favor, the motion passed.

D. 2018 Officers and Committee Appointments

Carrie Beier reported that Officer Elections and Committee Appointments will be assigned at the January 2018 Board Meeting. The 2017 Committee Appointments document was distributed as a reference (handout).

E. Approval of 2018 ECBDD Staff Holiday & In-service Calendar

The 2018 ECBDD Staff Holiday & In-service Calendar (handout) was distributed for review and approval. Mr. Jude Theibert made a motion to approve the proposed 2018 ECBDD Holiday & In-service Calendar. Mr. Eric Kibler seconded the motion. With all members in favor, the motion carried.

F. Approval of Table of Organization

The ECBDD Table of Organization (handout) was distributed for annual review and approval. The IT Specialist position, approved in 2017, was added to the Table of Organization. Mr. Don Sieg made a motion to approve the Table of Organization. Mr. Howard Collins seconded the motion. With all members in favor, the motion carried.

IX. SUPERINTENDENT REPORT

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

- Carrie attended the following meetings, trainings and activities: Sandusky Kiwanis meeting, Ohio Association of County Boards of DD (OACB) Board Trustee meeting, Region 1 Superintendent Meeting, OACBDD Annual Conference and Clearwater COG Board meeting.
- **Public Relations:**
 - Erie County Board and EI-HMG Facebook Statistics – January through November 2017 (handout).
 - Erie County Board of DD Community November Connections Calendar (handout).
 - Sandusky Register Articles (handout):
 - 12/4/17 Santa, Mrs. Claus visit children
 - 12/10/17 Christmas Cheers
- **Ball vs. Kasich Lawsuit Update:** Mediation activities continue.
- **Not for Profit Housing Tax Exempt Status Update:** OACB continues to engage legislators to get support to carve out legislation for not for profit housing boards who serve DD individuals.

- **Waiver Waiting List Rule:** DODD has not shared any new information on the new waiting list assessment being developed or rule changes.

- **Employee Wellness Program**

| | 2016 | 2017 |
|--|------|------|
| Survivor Wellness Contest Participation | 7 | NA |
| Attended On-Site Fitness Classes | 8 | 13 |
| Submitted for Year End Reward | 1 | 5 |
| Employees Enrolled on the Portal | NA | 10 |
| Employees Attended Health Fair | 2 | 5 |
| IHA's Completed | 13 | 13 |

- The Clearwater COG and COG Superintendents are meeting with a new Transportation Agency to negotiate with the company to provide services in our COG counties. Kari Smith (Huron County) and Nancy Richards (Clearwater COG) are currently meeting with Liberty and hope to have services in Huron County by summer 2018. Liberty wanted to start with one county and then look to expand to other counties. We will look to bring them into Erie County as soon as they are willing.
- We have 2 new SSA's starting on January 3rd. In order to address the issues of recurring SSA changes for families and staff retention, the SSA management staff have met with staff and self-advocates to begin the process of re-organizing caseload structures for SSA's. Management will be meeting with families also and letter will be going out to families as well. February 1st is the planned date for transition of caseloads.
- Attached you will find an article written by Michelle Marcellus regarding the Leadership training that Kitty Brandal provided the Erie and Huron County Self Advocates (handout). It was a great training and we hope to have her do additional trainings in the future.
- November 13th and 14th, a Healthy Families America credentialing team visited our HMG Home Visiting program. This is a national credential for evidenced based home visiting services that aligns with supporting families and children birth to age three who may or may not have a disability. Next, we will speak with the credential team via conference call to discuss next steps for the accreditation process.
- The 9th Annual Santa's Workshop was a success! We had approximately 500 community members attend, and 200 people enjoyed pancakes made by the Sandusky Lions Club. This was our largest turnout ever!

X. EXECUTIVE SESSION

There was no Executive Session.

XI. ADJOURNMENT

Mr. Howard Collins made a motion to adjourn the Board meeting at 6:35 p.m. The motion was seconded by Mr. Eric Kibler. With all members in favor, the motion passed and the December Board meeting was adjourned.

XII. BOARD TRAINING

Following the Board Meeting, Brenda Cronin, Executive Director, Mental Health & Recovery Board of Erie & Ottawa Counties presented to Board Members on the topic of Local Mental Health Services and Dually Diagnosed Individuals. The training began at 6:40 p.m. and ended at 7:40 p.m.


Recording Secretary

1-18-18

Date