



*"The mission of the Erie County Board of Developmental Disabilities is to:
Inspire, empower and support individuals and their families."*

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Main Conference Room (Room 107), 4405 Galloway Road, Sandusky, Ohio 44870

**BOARD MEETING MINUTES
JANUARY 18, 2018**

PRESENT:

Board Members: Howard Collins, John Hoty, Stacie Schmid, Don Sieg, David Stuck and Bob Wright.

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

VISITORS SIGNED IN:

Felicia Zendejas, Diane Corso and Beth Schanke.

I. CALL TO ORDER AND ROLL CALL

The January 18, 2018 Board Meeting was called to order at 5:00 p.m. by President, David Stuck. Roll Call was taken with all members present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

Jim Meade reported the following on behalf of the Self-Advocates group:

- A. Upcoming fundraiser featuring the Blue Spectrum band on 3/23/18 to be held at the Ten Fifty-Eight Center. Tickets can be purchased at the reception desk. A flyer on the event was distributed (handout).
- B. Three Seasons Bowling begins on 2/9/18, 6pm, at Cedar Lanes. Jim has a flyer available for anyone interested (handout).

IV. NEW BOARD MEMBER INSTALLMENT (OATH)

New Board Member, Mr. John Hoty, was welcomed. Mr. Hoty was appointed to the Board by the Erie County Commissioners on 12/14/17. Board President, Mr. David Stuck, administered the Oath of Office to Mr. Hoty.

V. ELECTION OF OFFICERS & COMMITTEE APPOINTMENTS FOR 2018

A. President, Vice President, Secretary

Nominations for Election of Officers were proposed. Mrs. Stacie Schmid made a motion to accept and close nominations. Mr. David Stuck seconded the motion. With all members in favor, the motion passed.

Mr. Bob Wright made a motion to approve the following as 2018 Elected Board Officers:

President: Mr. David Stuck
Vice President: Mr. Howard Collins
Secretary: Mrs. Stacie Schmid

Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

B. Committee Appointments

Committee Appointments were reviewed and discussed. Mr. Don Sieg made a motion to approve the following 2018 Board Committee Appointments:

Ethics Committee: Don Sieg, Howard Collins and Stacie Schmid
Finance Committee: David Stuck, Stacie Schmid and John Hoty
Policy Committee: Bob Wright. Stacie Schmid will remain on the committee until the new Board Member is appointed.
Appeals Committee: Howard Collins, David Stuck and Don Sieg
Superintendent Review Committee: Stacie Schmid and Howard Collins

Mr. Bob Wright seconded the motion. With all members in favor, the motion passed.

VI. APPROVAL OF DECEMBER 21, 2017, MEETING MINUTES

Mr. Howard Collins made a motion to approve the December 21, 2017, Board Meeting minutes. Mr. Don Sieg seconded the motion. Mrs. Stacie Schmid and Mr. John Hoty abstained and with all other members in favor, the motion passed.

VII. BOARD ACTION ITEMS

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

B. Finance Committee:

1. Finance Committee Report

The Finance Committee did not meet. Rachel Malone reported the following on behalf of the Finance Committee:

Revenue:

- Overall received 94% of total revenue.
 - Only made 2 transfers of \$500,000 to the Waiver Fund (\$1,500,000 planned) and only \$50,000 to Capital Contingency (\$100,000 planned).

Expenditures:

- Total Expenditures at 68%.
- General Fund:
 - 6519 – Administration – reduced spending in Professional and Contract Services.
 - 6520 – Operations – Overall reduced spending in maintenance/facility supplies.
 - 6502 – EI – Reduced spending in part-time EE – did not hire.
 - 6500 – Operating – Did not transfer \$550,000 –
 - Only \$1,000,000 to Waiver Fund – fluctuates yearly based on fund balance.
 - Only \$50,000 to Capital Contingency Fund.

- 6518/6524 – Family Supports/Individual Budgets
 - Contingency and Intensive Needs funds not expended (total \$250,000) and are only spent based on need.
- 6517 – SSA – Reduced spending in personnel and TCM Match no longer paid.
- 6526 – Employment First – Reduced spending due to changes to Transition Weekend.
- Capital Contingency Fund
 - Reduced spending on planned but not necessary updates to heating/ventilation system.
 - Spending based on Capital Plan.
- Waiver Fund
 - Planned for “5th Quarter” Waiver Match invoice and did not receive (~\$395,000).
 - Costs can fluctuate from year to year based on individuals moving in and out of Erie County.

Other:

Additionally, Rachel reported herself and Carrie will be meeting with officials from Erie County in the coming week to discuss the draft Budget for anticipated March approval and to also discuss placement on the May 2018 ballot for an additional mil levy of up to .5 mil.

2. Fiscal Report

The Fiscal Report for Month End December 31, 2017 was distributed for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the December Fiscal Report. Mr. Bob Wright seconded the motion. With all members in favor, the motion passed.

3. Annual Financial Resolutions

a. **Medicaid Waiver Match**
Resolution #: 01-01-2018

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.

Mrs. Stacie Schmid made a motion to approve the use of up to \$2,000,000 of the CY 2018 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.

b. **Mileage Reimbursement Rate**

Resolution #: 01-02-2018

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 \$.45. The IRS rate is \$.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. Don Sieg made a motion to approve the non-bargaining mileage reimbursement rate of \$0.45/mile for calendar year 2018. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

c. **Donated Funds Expenditures**

Resolution #: 01-03-2018

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 \$148,285. It is recommended that the 2018 expenditure ceiling for donated funds is set at \$25,000.00.

Mr. Howard Collins made a motion to approve the donated fund expenditure ceiling for calendar year 2018. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

d. **Administration of Family Directed Resource (FDR) Program**

Resolution #: 01-04-2018

Each year the Erie County Board of DD is required to pass a resolution for the administration of the Family Directed Resource (FDR) Program.

Mrs. Stacie Schmid made a motion to authorize the Superintendent to enter into a contract/ agreement with Ability Works for the administration of the Family Directed Resources (FDR) Program for Calendar Year 2018. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

e. **Head Start Classroom Lease Agreement**

Resolution #: 01-05-2018

Each year the Erie County Board of DD is required to pass a resolution for the lease agreement of the Head Start Classroom.

Mr. Don Sieg made a motion to authorize the Superintendent to enter into a lease agreement with the Community Action Commission of Erie, Huron, and Richland Counties for the use of the Head Start Classroom for Calendar Year 2018. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

C. Policy Committee:

1. Policy Committee Report

Carrie Beier reported the Policy Committee did not meet in January.

The Employment First Policy was distributed for Board Member review (handout). Edits or comments to this policy should be submitted to Carrie Beier or Michelle Kelley by 1/29/18. The Policy Committee will then make final reviews and edits for approval at the February Board Meeting.

VIII. DEPARTMENT REPORT

A. 2018 Department & Strategic Plan Report Schedule

The 2018 Department & Strategic Plan Report Schedule was distributed (handout).

B. Waiting List Update

Felicia Zendejas provided and reviewed the 2018 Waiver List Update Report and Questions? FAQs for Service and Support Administrators (handouts).

IX. OLD BUSINESS

A. OACB Winter Conference Review

Mrs. Stacie Schmid attended the conference in December on behalf of the Board.

X. NEW BUSINESS

A. Special Olympics Donation

Mr. Howard Collins made a motion to approve the Erie County Board of DD make a donation to the **Special Olympics** of Erie County in the amount of \$5,000.00 for sports program needs. Mr. Bob Wright seconded the motion. With all members in favor, the motion passed.

B. Declaration of School Age Program

Mrs. Stacie Schmid made a motion to **declare** the Erie County Board of DD will **not** participate in providing educational services to **school age children** for the 2018-2019 school year. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

C. 2018 Board Member Training Schedule

The 2018 Board Member Training Schedule was provided (handout). Carrie reported we are awaiting new webinars to be released from DODD. As this information becomes available, Carrie and Michelle Kelley will notify members.

D. Sandusky State Theater- Autism in the Arts

Rachel Malone reported the Sandusky State Theater recently contacted us regarding a sponsorship opportunity in April for an Autism in the Arts program. The suggested amount is \$500.00 and donated funds could be utilized. All Board Members agreed in pursuing this sponsorship.

XI. SUPERINTENDENT REPORT

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

- Carrie attended the following meetings, trainings and activities: Sandusky Kiwanis meeting, Region 1 Superintendent Meeting, Family and Children First Executive Committee meeting, Erie County Self Advocates meeting, Family Initiatives of Huron Co. Housing meeting and Clearwater COG Board meeting.
- **Public Relations:**
 - Erie County Board and EI-HMG Facebook Statistics – January through December 2017 (handout).
 - Erie County Board of DD Community February Connections Calendar (handout)
 - Sandusky Register Articles (handout):
 - 1/4/18 Erie County Task Force Tackling Mental Health Issues
 - 1/16/18 The Big Stage
- **Ball vs. Kasich Lawsuit Update:** Mediation activities continue. There have been no updates from the Association at this time.
- **Waiver Waiting List Rule:** DODD has not shared any new information on the new waiting list assessment being developed or rule changes. We are waiting to receive information on the new assessment that the stakeholders group is developing to give our feedback.
- **Liberty Transportation Initiative:** 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 able and willing. Once Huron County has gotten their contract off the ground we will pursue expanding Liberty's service to Erie County.
- **New Staff:** 2 new SSA's started on January 3rd and Rachel Kiley returned on January 16th, as an SSA to the SSA department. As reported in December, the SSA management team has been working on the redesign of the SSA caseload structure. Management is meeting with those involved (Self Advocates, Providers, Families and Staff) as well as communicating in writing with letters regarding these changes. February 1st is the planned date for transition of caseloads. Please see the attached letter that I will be sending out to all staff, families, providers and agencies that we work with.

- **BLUE SPECTRUM:** Please consider supporting the Erie County Self-Advocates by attending a night of dancing with the band Blue Spectrum. Proceeds from this fundraiser will go to support activities and initiatives for the Erie Co. Self-Advocates. I have tickets available, should you choose to support this effort.
- **Board Training CEU:** Michelle and I will be looking for local and regional trainings and webinars that board member may participate in for the annual required Board CEU's. We have received approval for the attached training "Recognizing and Responding to Trauma-Exposed Populations" (handout). We will forward options for training credits as we get them approved by the Ohio Department of Developmental Disabilities.

XII. EXECUTIVE SESSION

Mr. John Hoty 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. The motion was seconded by Mrs. Stacie Schmid. Roll call vote followed:

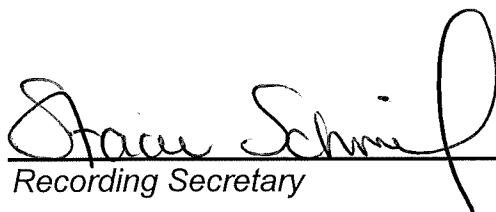
Howard Collins	AYE
John Hoty	AYE
Stacie Schmid	AYE
David Stuck	AYE
Bob Wright	AYE

At 6:03 p.m. the Board entered into Executive Session.

At 6:33 p.m. the Board exited from Executive Session.

XIII. ADJOURNMENT

Mr. Howard Collins made a motion to adjourn the Board meeting at 6:35 p.m. Mr. Bob Wright seconded the motion. With all members in favor the motion passed, and the January Board meeting was adjourned.


Recording Secretary

2-15-18
Date