



*"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 OCTOBER 18, 2018**

### **PRESENT:**

Board Members: Howard Collins, David Danhoff, John Hoty, Stacie Schmid, David Stuck and Melissa Tomaro.

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

### **VISITORS SIGNED IN:**

Sharon Travis, Adrienne Keys, Jennifer Kinney, Felicia Zendejas, Becki Walters, Diane Corso, Mollie Riley, Christa Eastman, Erin McDougall, Linda Avolt, Cathy Smith, Ali James, Tiffany Felter, Michelle Cobb and Debbie Crosby.

### **I. CALL TO ORDER AND ROLL CALL**

The October 18, 2018 Board Meeting was called to order at 5:00 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. Don Sieg was absent excused, with all other members present.

### **II. PLEDGE OF ALLEGIANCE**

### **III. NEW BOARD MEMBER INSTALLMENT (OATH)**

Mr. David Danhoff was appointed to the Board by the Probate Court on August 9, 2018 to complete the remaining term of a former Board Member through December 31, 2019. Mr. David Stuck, Board President, administered the Oath of Office to new Board Member, Mr. David Danhoff. Mr. Danhoff was welcomed to the Board.

### **IV. PUBLIC COMMENT**

There was no Public Comment.

### **V. APPROVAL OF AUGUST 16, 2018, MEETING MINUTES**

Mr. John Hoty made a motion to approve the August 16, 2018, Board Meeting minutes. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

## **VI. 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:

- August and September Finance reports were reviewed.
- \$500,000 will be moved from the general fund to waiver to cover match.
- The Ability Works OPERS payment continues.
- IRS settlement payment has been made.

2. **Fiscal Report**

The Fiscal Report for Month End August 31, 2018 and Month End September 30, 2018 was distributed for review and approval (handout). Mr. John Hoty made a motion to approve the August and September Fiscal Reports as submitted. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

C. **Policy Committee Report**

The Policy Committee reviewed and revised the following three policies for Board approval:

- Eligibility & Enrollment Policy
- Home and Community-Based Waiver Services Waiting List Policy
- Individual Supports Waiting List Policy

Ms. Melissa Tomaro made a motion to approve these policies. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

## **VII. DEPARTMENT REPORT**

A. **Strategic Plan 3<sup>rd</sup> Quarter Report**

The Strategic Plan 3<sup>rd</sup> Quarter Report was distributed to Board Members (handout). Carrie Beier briefly reviewed the narrative report highlights. Board Members were asked to review the information in detail following the meeting and contact Carrie with any questions.

B. **Employment First & Self-Advocacy Report**

The Employment First & Self-Advocacy Report was distributed (handout). Jennifer Yingling reviewed the report. Additionally, Jennifer reported we have 105 employers that have employed an individual served by the Board. The top employers are as follows: Kalahari, Sawmill, Goodwill (community employment) and the Sandusky Mall.

## **VIII. OLD BUSINESS**

A. **Introduction of New SSA Staff**

The following staff members were hired within the twenty-four months and introduced themselves to the Board: Christa Eastman, Erin McDougall, Linda Avolt,

Cathy Smith, Ali James, Tiffany Felter, Michelle Cobb and Debbie Crosby. The Board welcomed these staff members and thanked them for attending the meeting.

**B. Board Member Training Update**

Carrie reminded Board Members of the annual four-hour training requirement and that the four DODD required topics must be completed as part of the four-hour requirement. Board Members were provided a handout reflecting current hours for 2018 (handout). Any discrepancies should be reported to Michelle Kelley.

**IX. NEW BUSINESS**

**A. Early Intervention Video**

Jen Kinney reported the Early Intervention Department recently worked with New Departure Films to create a video highlighting Early Intervention services. The video was viewed.

**B. OACB Conference**

The OACB Annual Winter Conference will be held on November 28-30, 2018 in Columbus. Carrie encouraged Board Members to attend. Those interested in attending were instructed to register by visiting the OACB website or by contacting Michelle Kelley. Board Members were provided a handout with additional information on the conference (handout).

**C. Technology Council**

Mr. Collins reported that he continues to represent the ECBDD Board as a member of the statewide Technology Council. Sharon Travis reported Tiffany Felter, SSA, has recently been appointed as the new staff technology point person. Tiffany will begin attending the Technology Council meetings as well.

**VIII. SUPERINTENDENT REPORT**

Carrie Beier, Superintendent, distributed and reviewed her monthly report (handout).

- Carrie attended the following meetings, trainings and activities: Sandusky Kiwanis meeting, OACB Superintendent Executive Committee meeting, Self-Advocates of Erie County meeting, Erie County Family and Children First Executive Committee meeting, Ohio Association for Children's Services meeting, Trauma Informed Care for Early Childhood, Synergy Conference, Region 1 Superintendent Meeting, Erie County Board of DD Staff Inservice Day.
- **Public Relations:**
  - Erie County Bd. Of DD and HMG Social Media Statistics – January through September (handout).
  - Sandusky Register Article (handout):
    - Bicentennial Vol. III- Then & Now- September 27, 2018
  - Erie County Board of DD Community Connections Calendar October 2018 (handout).

- **Ball vs. Kasich Lawsuit Update:** The parties continue to mediate with no formal issues of agreement. OACB continues to represent local County Boards during mediation activities.
- **Waiver Waiting List Rule:** The new Rule is in effect as of July 1, 2018, implementation began on September 1, 2018. SSA staff has begun to use the new State Waiting List Assessment Tool as individuals update their Annual Plans.
- **Personnel:** The SSA Department is interviewing to fill one open SSA position. Dominic Vacca has resigned and taken a position with a local provider. Sarah Bernard has resigned her position in the Early Intervention Department to take a position at Perkins Schools. We have posted her position and will be interviewing soon.

We had two employees out on maternity leave that have now returned.

After meeting with McGohen Brabender and reviewing the options available for the upcoming year we have decided to renew our Health Insurance Plan with United Health Care at a 6% increase for the 2019 plan year. Our plan year begins on November 1<sup>st</sup>. We are continuing to offer 3 options to staff (Core/Base HSA, Buy Up HSA and PPO). We are also continuing with Delta Dental and VSP for vision. On September 29<sup>th</sup> our second 2018 staff In-service was held at EHOVE Career Center. The day consisted of topics on: Local, State and Federal updates, Reporting Abuse and Neglect, Active Listening, Human Trafficking and the DD Population, Good Life Staff Recognition Awards and Desk Dancing.

- **Legislative Contacts:** Carrie will be attending the Elected Officials Event hosted by the Erie County Business Chamber in November.
- **IT – Targeted Case Management Documentation:** We have purchased the new technology support “Talk to Text” for all SSA and EI staff who are required to enter documentation regarding the supports or services they provide to those on their caseloads. This technology is being offered to help staff be more efficient and effective with their documentation.
- **Annual Synergy Conference:** This annual conference was held at Kalahari this year with approximately 15 staff attending and 12 Erie County Self Advocates attending. This Annual Conference supports Self-Determination in Ohio and is sponsored by the PAR Association.
- **Erie County Board of DD 2018 Building Bridges Awards:** Our Annual Building Bridges Awards Banquet was held on Thursday, October 11<sup>th</sup> at Mesenburg’s in Huron, Ohio. Over 100 guests attended with Anthony Griggs from the Legend’s Foundation speaking on working as a team and achieving success. A list of award nominees and winners can be reviewed on the attached banquet program (handout).
- **Compliance:** We are redesigning our Quality Improvement Committee (QIC) to align better with the new accreditation tool and process. Attached you will find a

draft template of the committee's vision and process (handout). We will roll out the new structure and format in the new year. Mr. John Hoty suggested we reach out to Patti Martin and Lee McDermond at Firelands Regional Medical Center as a resource on quality improvement teams.

- **Ohio Association of County Boards of DD (OACB):** The Association has announced they will be revising their By-Laws to increase dues to address fiscal sustainability. There has been no increase in dues since 2007. In 2018, there was a 3% increase which generated a statewide total of \$40,000.00 dollars this year. The 2019 proposed increase will be enrollment based.

### **IX. 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 and confidential matters required to be kept confidential by federal or state law. The motion was seconded by Mrs. Stacie Schmid. Roll call vote followed:

David Danhoff	AYE
Howard Collins	AYE
John Hoty	AYE
Stacie Schmid	AYE
David Stuck	AYE
Melissa Tomaro	AYE

At 6:00 p.m. the Board entered into Executive Session.

At 6:56 p.m. the Board exited from Executive Session.

The following motions were made following Executive Session:

Ms. Melissa Tomaro made a motion to approve four hours of personal time (at the current hourly rate of pay) for each staff member to be awarded on November 1, 2018 as a reward for receiving a 3-year accreditation. The motion was seconded by Mrs. Stacie Schmid. With all members in favor, the motion passed.

Mr. John Hoty made a motion to approve the Board make a one-time payment of the employee portion of the health insurance premium (based on the 2019 Health Plan election) in the month of January 2019. The motion was seconded by Ms. Melissa Tomaro. With all members in favor, the motion passed.

Mrs. Stacie Schmid made a motion for the Board to approve entering into a Memorandum of Understanding, with both units of the Erie County Board of DD Association, to set the insurance employee portion payment amount for 2019 at 15%. The motion was seconded by Mr. John Hoty. With all members in favor, the motion passed.

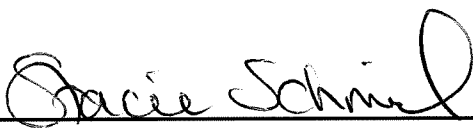
Ms. Melissa Tomaro made a motion to approve the Board Superintendent Evaluation Policy and Exhibits, with one noted revision. The motion was seconded by Mr. John Hoty. With all members in favor, the motion passed.

**X. ADJOURNMENT**

Mr. David Danhoff made a motion to adjourn the Board meeting at 6:59 p.m. Mr. John Hoty seconded the motion. With all members in favor, the motion passed and the October Board meeting was adjourned.

**XI. BOARD TRAINING**

Following the Board Meeting, a training video was offered to Board Members on the topic of Ohio's Home & Community Based Services Waiver Waiting List. The training began at 7:00 p.m. and ended at 8:00 p.m.

  
*Recording Secretary*

11/15/18  
*Date*