



*"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
DECEMBER 20, 2018**

PRESENT:

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

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

VISITORS SIGNED IN:

Sharon Travis, Becki Walter, Diane Corso, Felica Zendejas, Carly Sabo, James Meade and Allison Lindquist.

I. CALL TO ORDER AND ROLL CALL

The December 20, 2018 Board Meeting was called to order at 5:00 p.m. by Vice President, Mr. Howard Collins. Roll Call was taken. Mr. David Stuck was absent excused, with all other members present.

II. PLEDGE OF ALLEGIANCE

III. MOMENT OF SILENCE

Mr. Howard Collins lead the Board in a moment of silence for Mr. Don Sieg. Mr. Sieg passed away in November; he served on the Board from 2010 to present.

IV. PUBLIC COMMENT

On behalf of the Self-Advocates, James Meade reported the following:

1. New Officers were recently elected for 2019. The new officers are Carly Sabo, President; James Meade, Vice President; Allison Lindquist, Secretary; Julie Cyrek, Treasurer and Harry Miller, Ambassador.
2. The group is selling Malley's candy bars for \$1.
3. Recent classes held: a LifeSkills cooking class and a training on self-esteem by Dr. Kitty Brandal.

V. APPROVAL OF NOVEMBER 15, 2018, MEETING MINUTES

Ms. Melissa Tomaro made a motion to approve the November 15, 2018, Board Meeting minutes. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

VI. BOARD ACTION ITEMS

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

Resolution #: 12-10-2018

The following Providers have been selected by an individual and their family to provide services through an Individual Budget. The Providers listed below have a signed 2019 contract. The contracts listed below will result in payment by the Board to an immediate family member of an individual eligible for county board services or immediate family member of a county board employee. This resolution authorizes the Superintendent to sign the service contract on behalf of the Board. Services may be provided to this and any other individual that may select them to provide services.

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

- a. Case Care, LLC
- b. Orman's Helping Hands

Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

B. **Finance Committee:**

1. Finance Committee Report

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

- On the contract service line an item was over budget and money has been moved.
- The Residential waiver fund is at 97.7% and paid for all 4 quarters.
- Bills included: the Board contribution to employee HSA funds, the annual license payment to Primary Solutions and the payment to Ability Works for administration of FDR funds.

2. Fiscal Report

The Fiscal Report for Month End November 30, 2018 was distributed for review and approval (handout). Ms. Melissa Tomaro made a motion to approve the November Fiscal Report as submitted. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

3. Approval of 2019 Draft Budget

An updated copy of the 2019 Draft Budget was distributed for review (handout). The budget is in draft form until it is approved by the Erie County Commissioners in early 2019. Mr. David Danhoff made a motion to approve the 2019 Draft Budget. Mr. John Hoty seconded the motion. Ms. Melissa Tomaro abstained and with all other members in favor, the motion passed.

4. Approval of 2019 Service Contracts

Resolution #: 12-08-2018

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 therapy)
- c. United HealthCare (health insurance)
- d. Ability Works (family directed resources)
- e. Air Force One (heating/mechanical support)
- f. BizWit (HIPAA/IT security services)
- g. Blaugrund, Herbert, Kessler, Miller, Myers & Postalakis, Inc. (legal services)
- h. Clearwater COG (various services)
- i. Fisher Titus (physical therapy)
- j. Huron County Board of Developmental Disabilities (shared position)
- k. Delta Dental (dental insurance)
- l. Medicaid Billing Solutions (Medicaid and Title XX billing and monitoring)
- m. MT Business (copier)
- n. Ninke (lawn and snow removal services)
- o. North Coast Community Homes (housing management)

Mr. John Hoty made a motion to authorize the Superintendent to approve the 2019 Service Contracts. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

5. Approval of 2019 Provider Contracts

Resolution #: 12-09-2018

The providers listed below have been selected by an individual and their family to provide services through an individual budget. These providers have a signed 2019 contract. These contracts listed below will result in payment by the Board greater than \$25,000 in 2019. This resolution authorizes the Superintendent to sign the service contracts on behalf of the board. Services may be provided to this and any other individual that may select them to provide services.

- a. Ability Works, Inc
- b. We R All Around LLC (dba 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. Renaissance House
- k. REM, OHIO
- l. Rising Sun Centers
- m. Riverview Industries, Inc.
- n. City of Sandusky
- o. Speedway Enterprises
- p. Wynn Reeth

Mr. John Hoty made a motion to authorize the Superintendent to sign the 2019 Provider Contracts on behalf of the Board. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

6. Approval of 2019 Authorized Employee Positions

The 2019 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2019 Draft Budget. Mrs. Stacie Schmid made a motion to approve the 2019 Authorized Employee Positions. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

VII. OLD BUSINESS

A. Erie County IRS Audit 2016 Update

Carrie Beier reported the Management staff has communicated with 27 Providers and will be able to establish ongoing contracts with 15 of these Providers. Of the remaining Providers: 8 have consolidated to meet the IRS required standards for the County Board, 3 will no longer be providing services and 1 is still considering options.

B. ECBDD Santa's Workshop Report- BCSN Video

Carrie Beier reported over 600 people attended Santa's Workshop held at the ECBDD on December 1st. This is the highest attendance to date. BCSN attended and put together a video highlighting the event. The video was viewed.

C. Levy Request Update

Carrie Beier reported that the Erie County Commissioners have received the Levy request and we expect to have an update or additional information after the Holidays.

VIII. NEW BUSINESS

A. 2019 Board Meeting Schedule

The 2019 Board Meeting Schedule was distributed for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the 2019 Board Meeting Schedule. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

B. 2019 Employee Holiday & In-service Calendar

The 2019 Employee Holiday & In-service Calendar (handout) was distributed for review and approval. Mr. David Danhoff made a motion to approve the 2019

Employee Holiday & In-service Calendar. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

C. Table of Organization

The ECBDD Table of Organization (handout) was distributed for annual review and approval. Ms. Melissa Tomaro made a motion to approve the Table of Organization. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

D. 2019 Officers and Committee Appointments

Carrie Beier reported that Officer Elections and Committee Appointments will be held at the January 2019 Board Meeting. A document identifying past and current Officers was distributed along with the 2018 Committee Appointments, both as references (handout).

IX. 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, Region 1 Superintendent Meeting, Clearwater Council of Governments Board meeting, Family and Children First Council Executive Council & Membership meeting, Erie County Chamber Event, Superintendent Executive Committee (SEC) meeting.

Public Relations:

- Erie County Bd. DD Social Media Statistics – January through November (attached).
- Erie County Board of DD Community Connections Calendar January 2018 (handout).
- Sandusky Register – Between the Lines Interview – Carrie Beier, November 19th, “Santa’s Workshop”
- Sandusky Register Articles – November and December 2018 (handout):
 - Santa’s Workshop Flyer – 11/22/18
 - Santa’s Workshop Article – 11/26/18
 - Special Olympics Article – 11/29/18
 - Santa’s Workshop Article – 12/2/18
 - Santa’s Workshop Photo – 12/9/18
 - Bicentennial Volume IV – 12/14/18

Ball vs. Kasich Lawsuit Update: No updates this month.

Waiver Waiting List Rule: Transition to new rule going smoothly. No appeals regarding assessment determinations at this point.

Personnel: The Children’s Options Department completed the interview process and will be bringing on Natalie Mejia in January to fill the open EI Developmental Specialist position. SSA Managers are interviewing to fill open positions. An offer has been made to an SSA who is relocating here from Fairfield County DD, she is tentatively

scheduled to start with Erie County mid-January. Interviews continue for the other open SSA positions. (I have a second interview scheduled with a candidate on Friday 12/21).

Ohio Association of County Boards of DD (OACB): Management attended the annual OACB conference November 28, 29 and 30. The Association dues increase was voted on and approved at the annual meeting Wednesday evening. Carrie will be serving as the Superintendent Representative for Region 1 Superintendents for 2019. After the 2019 term, she will be termed out and the officers will appoint a new representative.

Erie Co. Bd. Of DD 10th Annual Santa's Workshop: We had a great event with over 600 people in attendance. Staff did a wonderful job facilitating the crafts, face painting, helping the Lions with the Pancake Breakfast duties, etc. See survey comments attached.

Strategic Plan: Management will be meeting in January to collate the year-end data for 2018 and establish 2019 strategies. We will be sharing with the Board in January 2019.

Staff Appreciation Event: We held our all staff luncheon December 20, at 11:30am to show our gratitude for all their hard work. Attached you will find our 2019 Staff appreciation activities that are planned.


Open Board Member Seat: I have contacted the Erie County Commissioners Office and they will be working to fill the open Board Member position, of Mr. Don Sieg's, after the Holidays. I will keep you posted as we move forward.

X. EXECUTIVE SESSION

There was no Executive Session

XI. ADJOURNMENT

Mr. John Hoty made a motion to adjourn the Board meeting at 5:28 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed and the December Board meeting was adjourned.


Recording Secretary

1-17-18
Date