



*"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**

4405 Galloway Road, Sandusky, Ohio 44870

**BOARD MEETING MINUTES**

**November 21, 2024**

**PRESENT**

Board Members: David Danhoff, Mark Harrington, Eric Kibler, and Katelyn Miller.

ECBDD Staff: Carrie Beier and Michelle Kelley.

**VISITORS SIGNED IN**

Diane Corso, Jen Kinney, Mike Riggle, and Felicia Zendejas.

**I. CALL TO ORDER**

The November 21, 2024, Board Meeting was called to order at 6:00 p.m. by President, Mr. Eric Kibler.

**II. ROLL CALL**

Roll Call was taken. Mrs. Mary Peters and Mrs. Stacie Schmid were absent excused. All other Board Members were present.

**III. PLEDGE OF ALLEGIANCE**

**IV. PUBLIC COMMENT**

There was no Public Comment.

**V. APPROVAL OF OCTOBER 17, 2024, MEETING MINUTES**

Mr. Dave Danhoff made a motion to approve the October 17, 2024, Board Meeting minutes as submitted. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

## **VI. BOARD ACTION ITEMS**

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

### **B. Finance Committee**

#### **1. Finance Committee Report**

Carrie Beier reported the October financials were reviewed by the Finance Committee. Carrie shared the following:

- Revenue was at 94% and expenses were at 77%, both are on track for year-to-date.
- Carrie and Rachel met with the Budget Commission and Treasurer this month to review the revenues for 2025.

#### **2. Fiscal Report**

The Fiscal Report for Month Ending October 31, 2024, was provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the October Fiscal Report as submitted. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

#### **3. Voluntary Decision to collect 2.875 mills of its current 3.0 mill levy for calendar year 2025**

##### **Resolution #: 11-11-2024**

Whereas, the Erie County Board of Developmental Disabilities anticipates closing the calendar year 2024 with a \$4.1 million carryover, and

Whereas, the Erie County Board of Developmental Disabilities recognizes that it has sufficient funds available to meet its current obligations and needs, and

Whereas, the Erie County Board of DD appreciates the ongoing support from the citizens of Erie County,

Therefore, be it resolved, that the Erie County Board of Developmental Disabilities authorizes the Superintendent to **contact the Erie County Commissioners and the Erie County Auditor immediately to inform them of its voluntary decision to collect 2.875 mills of its current 3.0 mill levy for calendar year 2025.**

The Erie County Board of DD met this **21<sup>st</sup> day of November 2024**. Mr. Mark Harrington introduced the resolution and moved its adoption. Mrs. Katelyn Miller seconded the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

David Danhoff	AYE
Mark Harrington	AYE
Eric Kibler	AYE
Katelyn Miller	AYE

**Adopted: YES**

**4. 2025 Draft Budget**

A revised copy of the 2025 Draft Budget was distributed to Board Members (handout). The 2025 Draft Budget will remain in draft form until it is approved by the Erie County Commissioners and may be edited as required pending continued discussions with the Erie County Budget Commission and Erie County Commissioners.

Mr. Dave Danhoff made a motion to approve the 2025 Draft Budget. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**5. Approval of 2025 Service Contracts**  
**Resolution #: 11-12-2024**

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 authorizes the Superintendent to approve the following contracts upon receipt of a certificate of available funds from the Erie County Auditor:

- Great Lakes Computer (IT support)
- NOMS (occupational therapy)
- Medical Mutual of Ohio (health insurance)
- Ability Works (family directed resources)
- BizWit (HIPAA/IT security services)
- Haynes, Kessler, Myers & Postalakis, Inc. (legal services)
- Clearwater COG (various services)
- Ohio Association of County Boards of DD (various services)
- Fisher Titus (physical therapy)
- Delta Dental (dental insurance)
- Medicaid Billing Solutions (Medicaid and Title XX billing and monitoring)
- R & K Technologies (copier)
- Ninke (lawn and snow removal services)
- Summit Housing Authority (housing management)

Mr. Mark Harrington made a motion to authorize the Superintendent to approve the 2025 Service Contracts. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**6. Approval of 2025 Provider Contracts**  
**Resolution #: 11-13-2024**

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 2025 contract. The contracts listed below will result in payment by the Board greater than \$25,000 in 2025. This resolution authorizes the Superintendent to sign the contract on behalf of the Board. Services may be provided to this and any other individual that may select them to provide services.

- Ability Works, Inc
- ACC Adult Home Care of Milan
- A Sandusky Taxi
- We R All Around LLC (dba AM/PM 24/7 Taxi)
- Erie Residential Living
- First Choice of Ohio
- Goodwill Industries
- Life Out Loud
- Lucy Idol Center
- Majestic Taxi
- Partners in Community
- Renaissance House
- REM, OHIO
- Rising Sun Centers
- Riverview Industries, Inc.
- City of Sandusky
- Speedway Enterprises
- Wynn Reeth
- Cassel Care

Mrs. Katelyn Miller made a motion to authorize the Superintendent to approve the 2025 Provider Contracts. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**7. Annual Financial Resolutions:**

**a. Medicaid Waiver Match**

**Resolution #: 11-14-2024**

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.

Mr. Dave Danhoff made a motion to approve the use of up to \$1,500,000 of the CY 2025 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 that the payment of the non-federal share represents an ongoing financial commitment of the Erie County Board of DD. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**b. Mileage Reimbursement Rate**

**Resolution #: 11-15-2024**

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 \$0.55 per mile. The IRS rate is \$0.67 per mile. It is recommended that all non-bargaining unit members are to be reimbursed at a rate of \$0.55 per mile.

Mr. Mark Harrington made a motion to approve the non-bargaining mileage reimbursement rate of \$0.55/mile for calendar year 2025. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**c. Donated Funds Expenditures**

**Resolution #: 11-16-2024**

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 \$78,852. It is recommended that the 2025 expenditure ceiling for donated funds is set at \$25,000.

Mrs. Katelyn Miller made a motion to approve the donated fund expenditure ceiling of \$25,000 for calendar year 2025. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

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

**Resolution #: 11-17-2024**

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

Mr. Mark Harrington 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 2025. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**8. Approval of 2025 Authorized Employee Positions**

The 2025 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2025 Draft Budget. Mr. Dave Danhoff made a motion to approve the 2025 Authorized Employee Positions. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**C. Policy Committee Report:**

Mrs. Katelyn Miller reported that the Policy Committee reviewed the following policies in November:

- Home and Community Based Services Waiver Waiting List Policy (reviewed and revised)
- Community Engagement Policy (reviewed and revised)

The policies were reviewed and revised, and the Policy Committee recommended Board approval. Mr. Mark Harrington made a motion to approve the Home and Community Based Services Waiver Waiting List Policy and the Community Engagement Policy as revised. Mr. Dave Danhoff seconded the motion. With all members in favor, the motion passed.

**VII. OLD BUSINESS**

There was no Old Business.

**VIII. NEW BUSINESS**

**A. 2025 ECBDD Holiday Calendar**

The 2025 ECBDD Holiday Calendar (handout) was distributed for review and approval. Mr. Mark Harrington made a motion to approve the 2025 ECBDD Holiday Calendar. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**B. Table of Organization**

The ECBDD Table of Organization (handout) was distributed for annual review and approval. Mr. Mark Harrington made a motion to approve the Table of Organization. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

**C. 2025 Board Meeting Schedule**

The 2025 Board Meeting Schedule was distributed for review and approval (handout). Mrs. Katelyn Miller made a motion to approve the 2025 Board Meeting Schedule. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**D. 2025 Board Member Training & Board Meeting Report Schedule**

The Board Member Training & Board Meeting Report Schedule for 2025 was distributed for informational purposes (handout).

#### **E. 2025 Officers and Committee Appointments**

Carrie Beier reported that Officer Elections and Committee Appointments will take place at the January 2025 Board Meeting. Documents were distributed as reference (handout) and discussion took place on proposed 2025 Officers and Committee Appointments in 2025.

#### **F. December Board Meeting**

Mr. Mark Harrington made a motion to cancel the December 19, 2024, Board Meeting. Mr. Dave Danhoff seconded the motion. With all members in favor, the motion passed.

#### **G. Board Member Update**

Carrie Beier reported that Brooke Gammie has resigned from the Board, effective 11/1/24, for personal reasons. This is an Erie County Commissioner appointed position with a term ending on 5/18/27. We will be working with the Commissioners to fill this vacancy, with an individual who receives our services per the new Ohio Revised Code guidelines.

### **IX. SUPERINTENDENT REPORT**

- Carrie attended the following in-person/virtual/remote meetings, trainings, and activities: Ohio Provider Resource Association Provider Friday Five's virtual, Erie County FCFC Executive Committee meeting, SEC Superintendent Committee meeting, OACB Early Childhood Steering Committee meeting, Department of Children and Youth monthly update meeting, Ohio Early Intervention Advisory meeting, Erie Bd. Of DD all-staff Professional Development, and Commissioners Meeting Serving Our Seniors.
- **Media/Public Relations:**
  - Town Money Saver Nov/Dec 2024- *Deck the Mall* (attached)
  - Community Connections Calendar- visit the ECBDD website at [www.eriecbdd.org/events](http://www.eriecbdd.org/events) for our full calendar of events.
  - We are hosting our holiday Deck the Mall event at the Sandusky Mall on December 7th, and we will be partnering with the Sandusky Library for the Polar Express Experience on December 14<sup>th</sup> at the Sandusky Library.
- **Personnel:** All staff professional development training was held on Tuesday Nov. 19<sup>th</sup>. We hosted speakers on the following topics:
  - Marijuana: Hidden Risks, Trends and Harm Reduction Strategies
  - Health Promotion for People with Developmental Disabilities
  - Your EAP Benefits and Services (see packet)
- **Home Visiting – Healthy Families America Accreditation Review**

The HFA review team was here November 3<sup>rd</sup> through the 5<sup>th</sup>. They reviewed files, interviewed staff, and interviewed families. Out of 154 standards reviewed, only 5 recommendations were made to be addressed for improvement. Below are some of comments and observations shared by the reviewers.

#### Reviewers shared

- *"This is the least amount of 1's I've ever seen at a site visit." "Most organized and complete Self-Study reviewers have seen."*

- *“Supervision documentation is really clear and thorough, I love the supervision document Becki uses, a special section dedicated to level changes, really love it.”*
- *Staff interview comment – “Supervisor is always present and available to me, I would not be here if it weren’t for my supervisor’s support, she is always open and lets me be honest about how I’m feeling.”*
- *Reviewers said: “Families felt recognized and seen, and thankful to be in the program.”*
- *“Team is very united and there is a supportive environment cultivated by supervisors, the environment that leadership provides allows space for home visitors to collaborate, feel heard and supported.”*
- *“Building trust is a huge strength, families spoke to reviewers and discussed that their home visitors are very nonjudgmental, very supportive, outstanding and supportive.”*

Families shared

- *“My Home Visitor always highlights all the great things I’m doing.”*
- *“My Home Visitor has made a lasting impact on my life, and always knows what I need, sometimes that is praise, sometimes that is activities to do together, and sometimes it is just for someone to listen to me and let me cry when things get hard.”*
- *“I started from the very bottom and because of the support, I have become a better person and better mother with the help of my home visitor.”*

- **ARPA Grant Update:** see handout.
- **OACB – Update:**
  - Jake Dowling submitted written proponent testimony to the House Insurance Committee in support of House Bill 382, which would require pharmacies to make prescription reading devices available upon request and share information about the devices with customers. Introduced by Rep. Richard Brown (D-Franklin), the bill would also require health benefit plans and Medicaid to cover the costs of the devices. House Bill 382 is still currently pending in committee and any updates will follow in subsequent publications. (see attached testimony)
- **Clearwater COG (Clearwater Council of Governments) Updates:**
  - The COG is providing Early Intervention evaluation services as requested to county boards experiencing an influx of referrals. Staff shortages and fluctuating referral numbers are challenging for some counties, so the support is appreciated. So far, the COG has assisted us with approximately 16 evaluations since June 2024.
  - Beth Schanke, HR Director, continues to provide us with HR support, splitting her time between Erie, Huron, and the COG.



- o The COG continues to provide us with Investigative Agent (MUI-UI) services and support. IA services are shared between multiple counties at a time since smaller counties do not need a full time IA. The COG will be expanding this support to Richland County, who no longer wish to hire their IAs internally.

**X. EXECUTIVE SESSION**

Mr. Mark Harrington made a motion to enter into executive session for **personnel matters** to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Mr. Katelyn Miller seconded the motion. Roll call vote followed:

David Danhoff	AYE
Mark Harrington	AYE
Eric Kibler	AYE
Katelyn Miller	AYE


With all members in favor, the motion passed.

At 6:39 p.m. the Board entered Executive Session.

At 6:52 p.m. the Board exited Executive Session.

**XI. ADJOURNMENT**

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:53 p.m. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed and the November Board meeting was adjourned.

  
*Recording Secretary*

1-16-25  
*Date*