



*"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 19, 2019**

**PRESENT**

Board Members: Howard Collins, David Danhoff, Mark Harrington, Stacie Schmid and Melissa Tomaro.

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

**VISITORS SIGNED IN**

Adrienne Keys, Felicia Zendejas, Megan Etzel, Diane Corso, Rebecca Walters, James Meade, Lanie Dahs and Katie Clark.

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

The December 19, 2019 Board Meeting was called to order at 5:02 p.m. by Vice President, Mr. Howard Collins. Roll Call was taken. Mr. David Stuck and Mr. John Hoty were absent excused. All other Board Members were present.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT**

Felicia Zendejas, Director of Individual & Family Supports introduced two new SSA employees to Board Members. New employees Lanie Dahs, SSA, and Katie Clark, SSA, both shared some information about themselves and the Board welcomed them to the agency.

James Meade, on behalf of the Self-Advocate group reported the following:

- The Synergy Club will be hosting a Bowling Fundraiser on Friday 1/24/20 from 5-8pm at Cedar Lanes in Sandusky. The cost is \$20. Jim distributed a flyer with additional information (handout).
- In 2020, the Self-Advocate group will rotate members attending Board Meetings each month to introduce themselves to Board Members.

**IV. APPROVAL OF NOVEMBER 21, 2019 MEETING MINUTES**

Mr. Mark Harrington made a motion to approve the November 21, 2019, Board Meeting minutes. Ms. Melissa Tomaro seconded the motion. With all other members in favor, the motion passed.

## **V. BOARD ACTION ITEMS**

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

### **Resolution #: 12-11-2019**

The following Provider has been selected by an individual and their family to provide services through an Individual Budget. The Provider listed below has a signed 2020 contract. The contract 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 contract:

a. Cassel Care, LLC

Mr. Mark Harrington seconded the motion. Mr. Howard Collins abstained. With all members in favor, the motion passed.

**B. Finance Committee:**

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

There was no Finance Committee meeting this month. Rachel Malone reported the November Finance report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- The salary and benefit line reflects an increase due to a 3 week pay period in the month of November.
- Funds have been moved to different lines to account for year-end adjustments.
- Amazon purchases made were for the Tech Home.

### **2. Fiscal Report**

The Fiscal Report for Month End November 30, 2019 was provided for review and approval (handout). Mr. Howard Collins 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 2020 Draft Budget**

A copy of the current 2020 Draft Budget was distributed to Board Members (handout). Rachel Malone reported that overall the budget has increased by \$1.1 million for the following purposes: \$500,000 was moved from the General Fund to the Capital Fund; \$500,000 in waiver match funds; Individual Budgets increased by \$200,000. Overall, the actual budget was decreased from 2019 by approximately \$25,000 without the additional monies needed for transfers and increases in Individual Budgets.

The Budget will remain in draft form until it is approved by the Erie County Commissioners in early 2020 and may be edited as required by the Erie County Commissioners. Mr. Mark Harrington made a motion to approve the 2019 Draft

Budget. Mr. David Danhoff seconded the motion. Ms. Melissa Tomaro abstained. With all other members in favor, the motion passed.

**4. Approval of 2020 Service Contracts**

**Resolution #: 12-09-2019**

According to the Board's fiscal policy, any program and professional contracts over \$25,000.00 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:

- a. Advanced Computer Connections, Inc. (IT support)
- b. NOMS (occupational therapy)
- c. Anthem (health insurance)
- d. Ability Works (family directed resources)
- e. Air Force One (heating/mechanical support)
- f. BizWit (HIPAA/IT security services)
- g. 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. R & K Technologies (copier)
- n. Ninke (lawn and snow removal services)
- o. North Coast Community Homes (housing management)

Mrs. Stacie Schmid 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 2020 Provider Contracts**

**Resolution #: 12-10-2019**

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 2020 contract. The contracts listed below will result in payment by the Board greater than \$25,000.00 in 2020. 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.

- 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
- q. Cassel Care

Ms. Melissa Tomaro made a motion to authorize the Superintendent to sign the 2020 Provider Contracts on behalf of the Board. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**6. Approval of 2020 Authorized Employee Positions**

The 2020 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2020 Draft Budget. It was noted that the revised date was 12/16/19 and this will be added to the document. Mr. Mark Harrington made a motion to approve the 2020 Authorized Employee Positions. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

**7. Policy Committee Report**

The Policy Committee reviewed two policies in December. These policies were:

- o Administration of Social Networking Policy
- o Independent Provider Overtime Policy

No revisions were made to these policies. Therefore, approval by the Board is not required.

**VII. OLD BUSINESS**

**A. ECBDD Santa's Workshop**

See Superintendent Report.

**B. 2020 Board Meeting Schedule**

The 2020 Board Meeting Schedule was distributed for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the 2020 Board Meeting Schedule. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

**VIII. NEW BUSINESS**

**A. 2020 ECBDD Holiday & In-Service Calendar**

The 2020 Employee Holiday & In-service Calendar (handout) was distributed for review and approval. Mr. Mark Harrington made a motion to approve the 2020 Employee Holiday & In-service Calendar. Ms. Melissa Tomaro 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. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

**C. 2020 Officers and Committee Appointments**

Carrie Beier reported that Officer Elections and Committee Appointments will be held at the January 2020 Board Meeting. A document identifying past and current Officers was distributed along with the 2019 Committee Appointments, both as references (handout).

**D. 2020 Board Meeting Department & Strategic Plan Report Schedule**

The 2020 Department & Strategic Plan Report Schedule for 2020 was distributed for informational purposes (handout). Mrs. Stacie Schmid made a motion to approve the 2020 Board Meeting Department & Strategic Plan Report Schedule. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

**E. Board Member Appointments**

Mrs. Stacie Schmidt and Mr. David Danhoff have both been reappointed by the Erie County Probate Court to serve as Board Members of the ECBDD for an additional 4-year term, effective January 1, 2020 through December 31, 2023. The Board congratulated them on their reappointment.

**IX. SUPERINTENDENT REPORT**

- Carrie attended the following meetings, trainings and activities: FCFC Meeting, Region 1 Superintendent Meeting, FCFC Trauma Coalition, Erie County Trauma Responsive Community Coalition, FCFC Executive Committee Meeting, OACB Trustee Meeting, OACB Annual Conference, EI Branding Committee meeting and Director Davis Visit.
- **Media/Public Relations:**
  - Erie County Board of DD & HMG Social Media Statistics – December 2019 (handout).
  - Sandusky Register newspaper articles (handout):
    - *Santa's Workshop- 11/27-11/28/19*
    - *Santa's Workshop Returns- 11/30-12/1/19*
- **Personnel:**
  - Positions:
    - SSA Assistant- this position's duties have been reviewed and updated to better address current and future needs of the IFS department. This position has been posted internally.
    - Employment Specialist- this position has been developed to enhance the county boards efforts to support SSA staff in engaging individuals who are investigating employment options. This position has been posted internally.
    - SSA Program Specialist- (formally IFS Specialist) This position will support waiver PAWS approval, MUI duties and other supportive duties to the IFS department. This position has been posted internally.
    - Developmental Specialist (DS)- We have hired Kimberly Rausch to fill this position, she will begin in January.
- **Santa Workshop:** The Erie Bd. Of DD Santa's Workshop, held on Saturday, December 7<sup>th</sup> at the Erie Co. Bd. of DD, was a huge success with over 650 in attendance. The Sandusky Lions Club hosted the pancake breakfast.
- **Ball v. DeWine Lawsuit Updates:**
  - At a fairness hearing yesterday in Columbus, the federal judge in the *Ball v. DeWine* lawsuit said his approval of the tentative settlement agreement may be contingent on the addition of new language that would give the guardian intervenors an enforcement mechanism with which they can oversee the settlement's implementation.

- After listening to several hours of in-person testimony from parents of ICF residents, Judge Edmund Sargus, chief district judge of the U.S. District Court for the Southern District of Ohio, gave parties 14 days to return to court with a revised settlement. Furthermore, the judge suggested that the new language:
  1. Make explicit that it is not the settlement's intention to force or encourage people to leave ICFs; and
  2. Allow family members of ICF residents to bring additional complaints related to the settlement before the court.
- Counsel for the plaintiffs (DRO *et al*) and state defendants (including OACB) asked the court to approve the current agreement, and counsel for the guardian intervenors opposed. Additionally, 20 people asked to voice their objections to the court personally, and Judge Sargus permitted them to do so.
- **Director Jeff Davis:** Director Davis visited the EBCDD on 11/25/19. He started the day meeting with families, providers, board members and self-advocates discussing issues important to those we serve. The Director toured the building and Jaclene Pisano shared information regarding our history and the community presentation developed by the Awareness Committee. The Director then had lunch with all staff and received some information and statistics about the supports and services received by those we support.
- **Charting the LifeCourse Training:**  
The SSA department coordinated our agency wide Charting the LifeCourse Training with Barb Shaparas (OSU). LifeCourse is a set of practices and tools that were developed by the University of Missouri to support best practices for families and staff while planning and developing supports and services to achieve a good life. These practices and tools can be used by families and individuals across the life span. Our leadership team will be making plans to implement the use of these practices and tools as part of our new strategic plan.

#### X. EXECUTIVE SESSION

There was no Executive Session.

#### XI. ADJOURNMENT

Mrs. Stacie Schmid made a motion to adjourn the Board meeting at 5:38 p.m. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed and the December Board meeting was adjourned.

*Stacie Schmid*

Recording Secretary

1-16-2020

Date