



*"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 17, 2020

PRESENT

Board Members: Howard Collins, David Danhoff, Mark Harrington, John Hoty, Stacie Schmid and David Stuck.

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

VISITORS SIGNED IN

Felicia Zendejas, Diane Corso, Jennifer Kinney, Rebecca Walter, Adrienne Keys, Megan Etzel, Eric Wightman, Kevin Ferback, Erin McDougall and Mel Marsh.

I. CALL TO ORDER AND ROLL CALL

The December 17, 2020 Board Meeting was called to order at 5:03 p.m. by President, Mr. David Stuck. Roll Call was taken. Ms. Melissa Tomaro was absent excused. All other Board Members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

The Self-Advocate group provided an update to Board Members through a video report. Megan Etzel introduced the Self-Advocate video report and it was viewed by Board Members.

IV. APPROVAL OF OCTOBER 15, 2020 MEETING MINUTES

Mr. David Danhoff made a motion to approve the October 15, 2020, Board Meeting minutes as submitted. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

V. BOARD ACTION ITEMS

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

Resolution #: 12-13-2020

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 2021 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. David Stuck seconded the motion. Mr. Howard Collins abstained. With all other members in favor, the motion passed.

B. Finance Committee:

1. Finance Committee Report

The Finance Committee met this month. Rachel Malone reported that the November report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- Revenue and expenses are on track for year to date.
- Notable bills paid included: Board contribution to Health Savings Account (HAS); continued placement of an individual at a developmental center; and payment to DECA and Titan Mechanical.
- The HVAC Project is expected to be completed by year-end. Other renovations are scheduled to be complete mid-January.

2. Fiscal Report

The Fiscal Report for Month End November 30, 2020 was provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the November Fiscal Report as submitted. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

3. COVID-19 Expenditures Report

COVID-19 expenditures are being tracked separately and an updated report was provided outlining these expenses (handout). From 3/3/20-11/24/20, \$62,959.32 has been spent on COVID-19 related supplies and expenses. These expenses continue to be sent to the Erie County Finance Office for including in the countywide submission to FEMA for potential reimbursement.

4. Approval of 2021 Draft Budget

A copy of the current 2021 Draft Budget was distributed to Board Members (handout). The Budget will remain in draft form until it is approved by the Erie County Commissioners in early 2021 and may be edited as required by the Erie County Commissioners. Mr. Howard Collins made a motion to approve the 2021 Draft Budget. Mr. Mark Harrington seconded the motion. With all other members in favor, the motion passed.

5. Approval of 2021 Service Contracts

Resolution #: 12-11-2020

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. Great Lakes Computer (IT support)
- b. NOMS (occupational therapy)
- c. Anthem (health insurance)
- d. Ability Works (family directed resources)
- e. BizWit (HIPAA/IT security services)

- f. Kessler, Miller, Myers & Postalakis, Inc. (legal services)
- g. Clearwater COG (various services)
- h. Ohio Association of County Boards of DD (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)

Mr. Howard Collins made a motion to authorize the Superintendent to approve the 2021 Service Contracts. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

6. Approval of 2021 Provider Contracts

Resolution #: 12-12-2020

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 2021 contract. The contracts listed below will result in payment by the Board of greater than \$25,000.00 in 2021. 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
- q. Cassel Care

Mrs. Stacie Schmid made a motion to authorize the Superintendent to sign the 2021 Provider Contracts on behalf of the Board. Mr. David Stuck seconded the motion. Mr. Howard Collins abstained. With all other members in favor, the motion passed.

7. Approval of 2021 Authorized Employee Positions

The 2021 Authorized Employee Positions document was provided for review and approval (handout). All positions have been budgeted for in the 2021 Draft Budget. Mr. David Danhoff made a motion to approve the 2021 Authorized Employee Positions. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

C. Policy Committee Report

Mrs. Stacie Schmid reported the Policy Committee reviewed one policy in December. This policy was:

- Behavior Support Strategies and The Human Rights Committee Policy

No revisions were made to this policy. Therefore, approval by the Board is not required.

VI. DEPARTMENT REPORTS

A. Strategic Plan 2021-2023

The Strategic Plan 2021-2023 was distributed to Board Members for review (handout). Mel Marsh, from Acorn Consulting, presented the Strategic Plan for 2021-2023 to Board Members (PowerPoint Presentation).

B. Strategic Plan 2021-2023 Approval

Mr. Howard Collins made a motion to approve the ECBDD Strategic Plan for years 2021-2023, as presented. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

A. Birth to Age 3 Report

The Birth to Age 3 Report was shared with Board Members (handout). Rebecca Walters, Manager of Children's Options and Jennifer Kinney, Director of Children's Options, presented the report and shared highlights (PowerPoint Presentation).

VII. OLD BUSINESS

A. Board Member Vacancy Update

Carrie Beier reported that one open position has been filled and the other position remains open at this time. Both positions are Erie County Commissioner appointed and Carrie remains in contact with the Commissioners office about the vacancy.

B. Recognition of Departing Board Members

Several Management staff were in attendance to thank Mr. Howard Collins and Mr. David Stuck for their many years of service and dedication to the Board as they exit serving as Board Members due to term limit at year-end.

VIII. NEW BUSINESS

A. 2021 Holiday & In-Service Calendar

The 2021 Employee Holiday & In-service Calendar (handout) was distributed for review and approval. Mr. David Danhoff made a motion to approve the 2021 Employee Holiday & In-service Calendar. Mr. Howard Collins 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. Mrs. Stacie Schmid made a motion to approve the Table of Organization. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

C. 2021 Board Meeting Schedule

The 2021 Board Meeting Schedule was distributed for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the 2021 Board Meeting Schedule. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

D. 2021 Board Meeting Department & Strategic Plan Report Schedule

The Department & Strategic Plan Report Schedule for 2021 was distributed for informational purposes (handout).

E. 2021 Officers and Committee Appointments

Carrie Beier reported that Officer Elections and Committee Appointments will be held at the January 2021 Board Meeting. A document identifying past and current Officers was distributed along with the 2020 Committee Appointments, both as references (handout).

IX. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings and activities: Region 1 Superintendent conference calls (bi-weekly), Kiwanis, Clearwater COG Board meeting, Governor DeWine press conference calls, Superintendent Executive Committee meetings, OPRA member Friday Five calls, OACB Early Intervention Regional Meeting and the Change Agent Workgroup meeting.
- **Media/Public Relations:**
 - Sandusky Register newspaper article:
 - *Legal Notice* for Board Member Vacancies- October 19, 2020 (handout)
 - Community Connections Calendar- January 2021 (handout)
- **Personnel:**
 - We have hired Bettyna Turner and Jennifer Whyde as SSAs. Both new employees are participating in their orientation process for the approximately 30 days.
 - The majority of staff continue to work remotely with facilities staff, business dept. staff and some admin. staff working in the building. (A few other staff have been using the building workspaces as needed and appropriate).
 - We held our all staff Fall In-service on November 17th from 9am-12pm via Zoom. We received good feedback even with the virtual Zoom format.
 - COVID vaccines are covered by our Anthem Health Insurance plan.
 - We had one resignation in the Individual and Family Supports Dept., Cathy Smith has resigned from the Employment Specialist position. She is retiring and is moving out of the area. An SSA has expressed interest in taking the position internally. We are in the process of interviewing to fill the SSA position that will be open.
 - We have 16% of our staff who have reported being exposed or COVID positive to date.
- **Adult Day Services (ADS):** ADS Providers will be billing at the 'C' acuity rate through December 2020. Beginning in January 2021 Adult Day Providers will bill 'A' and 'B' acuity individuals at the 'B acuity rate and 'C' Acuity individuals will continue to be billed at their 'C' acuity rate. This transition is to help providers to continue to access additional dollars as we move through the COVID pandemic. This billing rate will most likely continue through March of 2021. Our county board is able to cover the increased billing rate because of services that were not accessed or billed for from March through November of 2020.
- **State Budget:** It was shared that each state department was asked to submit 2 budget versions one as a 10% decrease from last biennium and the other a status quo version. Local county boards continue to plan for a reduction in FDR state

funding and a reduction in training and grant opportunities for the next Biennium State Budget 2021-2022. OACB continues to monitor any long-term changes to Medicaid waiver services and costs, and is keeping boards informed should any changes arise.

- **Erie County Board of DD Strategic Plan:** Our strategic planning tracking tool will be finalized at the end of this month and shared at the January Board meeting.
- **Agency Emergency Plan:** The Agency Emergency Plan has been finalized (handout). This document for the Board to use as a reference should a crisis or emergency arise. This plan contains emergency contact information and identifies certain management team members to serve as crisis managers.
- **COVID Updates:**
 - We now receive bi-weekly Emergency Management Agency (EMA) Situation (SIT) reports from Tim Jonovich at the Erie County office of Emergency Management.
 - We will be continuing all our office COVID precautions and current office operations through January of 2021. We will continue to assess the need for operational and protocol changes as we move into 2021.
 - DOOD is taking the lead on identifying and collecting information on DD individuals who live in community settings of groups of 2 or more, who should be eligible for the COVID vaccine as part of the 1A identified group to be in line to receive a vaccine after hospital and nursing homes receive their allotments. Locally, Felica and her staff are identifying all those we know who would be eligible and sharing this with DODD to clarify their data. Carrie has reached out to our local health department to support their administration of the vaccines when they become available to those who meet the criteria.

- **OACB Updates:**
Pandemic Related Efforts

- Provider Supports:**

- Current surge all but guarantees that residential providers will soon be inundated with localized outbreaks among staff and residents. If the outbreaks continue unabated, residential providers may find themselves managing catastrophic staffing situations well into the new year.
 - OACB supports a 1x residential provider relief payment similar to one in September to all HCBS residential service providers based on their proportion of recent Medicaid billings needs.
 - Locally Funded Provider Supports/Grants: continued efforts of individual county boards to support providers using local, unmatched funds and direct cash support, board-operated sanitization services (especially for transportation providers), PPE supply purchases, food assistance/incentives for DSPs, county board staffing to cover shifts, and others.

- Provider Crisis Planning:**

- Since the surge has intensified, the need to ensure crisis preparation is constantly and consistently updated and reviewed. Location strategies, Independent Providers, Provider Recruitment, Provider Concerns.
 - New Efforts for Staffing Crisis:
 - DODD Independent Certification Applications.

- Waiving fees. Current turn-around- complete application – 3 weeks/ how to expedite new incoming independent certification applications.
- DODD Background Checks.
- DODD will be conducting BCIIIs at DCs by appointment at no cost to the providers, encourage CBs to conduct BCIIIs using webcheck on behalf of these new independent provider applications.
- First Aid/CPR online.
- Relocation Plan.
- Recruitment, Ask for Volunteers from CB staff, Offering HERO Grants, Assisting with Cares Act.

OACB Annual Convention

- Total of 36 sessions were offered over three weeks.
- Designed to promote flexibility and reach more staff.
- Focus on equity and inclusion, self-care, and critical updates on an array of issues.

OACB 2020 Accomplishments

Progress Report

- In February the Board reviewed a new 3-year strategic plan. Foundation of plan: 4 pillars Advocacy, Communications, Technical assistance, and Professional Development.
- Tenants - Simplicity, Sustainability, Equity and Inclusion.
- The pandemic caused significant shift in workflow. Accomplishments include:

Advocacy

- eFMAP, Provider support
- Virtual board mtgs, software, single ISP software, Future of Adult Day Services

Communications

- COVID Update 80
- SSA Today- commitment to SSA support and reduce turnover

Professional Development

- Annual Virtual Convention
- Executive Development

Technical Assistance

- CoVid support
- Weekly Zoom w/Superintendent Executive Committee and Regional leaders
- Six Regional Superintendent calls per week
- Regular Zooms with SSAs, communication professionals, Human Resources, Schools, Early Intervention
- Dozens of Board trainings on various topics

X. EXECUTIVE SESSION

Mrs. Stacie Schmid 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 for confidential matters to be kept confidential by federal and state law. The motion was seconded by Mr. John Hoty. Roll call vote followed:

Howard Collins	AYE
David Danhoff	AYE
Mark Harrington	AYE
John Hoty	AYE
Stacie Schmid	AYE
David Stuck	AYE

At 6:15 p.m. the Board entered Executive Session.

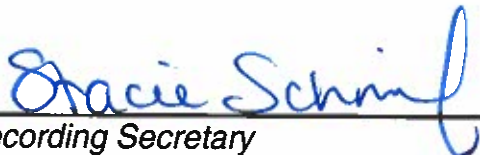
At 6:32 p.m. the Board exited Executive Session.

Mr. David Stuck made a motion to approve the Administrative Manager & Director Contracts for multiple years, effective January 1, 2021 through December 31, 2023. This motion authorizes the Superintendent to execute these contracts on behalf of the Board. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

Mrs. Stacie Schmid made a motion to approve the Individual Budget Request for additional funding for A.R. in the amount of \$326.40 (Total Budget of \$35,644.80). Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:37 p.m.. Mr. Howard Collins seconded the motion. With all members in favor the motion passed, and the December Board meeting was adjourned.


Recording Secretary

1-24-21
Date