



*"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 FEBRUARY 18, 2021**

### **PRESENT**

Board Members: Mark Harrington, John Hoty, Eric Kibler, Melissa Tomaro and Stacie Schmid.

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

### **VISITORS SIGNED IN**

Felicia Zendejas, Diane Corso, Jennifer Kinney, Rebecca Walter, Adrienne Keys and Erin McDougall.

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

The February 18, 2021 Board Meeting was called to order at 5:00 p.m. by Board President, Ms. Melissa Tomaro. Roll Call was taken. Mr. David Danhoff 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. Carrie Beier introduced the Self-Advocate video report and it was viewed by Board Members.

### **IV. APPROVAL OF JANUARY 21, 2021 MEETING MINUTES**

Mr. Eric Kibler made a motion to approve the January 21, 2021, Board Meeting minutes as submitted. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

### **V. BOARD ACTION ITEMS**

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

B. **Finance Committee:**

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

The Finance Committee did not meet this month. Rachel Malone reported that the January report was sent to the Finance Committee for review. Rachel shared the following highlights:

- Annual dues were paid to OACB.

- HVAC Project- we are awaiting the final invoice from Titan Mechanical.
- Other facility renovations have been completed. We are awaiting some furniture to arrive before some office space will be ready for staff.
- 2021 Draft Budget- the salary line has been revised. It is anticipated that the Erie County Commissions will approve the Budget on 3/3 or 3/10/21.
- The following Resolution was introduced:

**Resolution #: 02-05-2021**

**Authorizing Payment to Warnike Carpet & Tile Co.**

The Erie County Commissioners require a Board **THEN and NOW resolution** for expenses exceeding **\$5,000.00** that are being submitted for payment without a previously encumbered purchase order. This **THEN and NOW resolution** confirms that the DD Board has sufficient money in the budget at year end **2020** (THEN) and has sufficient money in the expense line item in **2021** (NOW) to pay this invoice. The resolution authorizes payment to **WARNIKE CARPET & TILE CO. (Inv #4481L)** for services in the amount of **\$9,172.99 (Nine Thousand, One Hundred Seventy-Two Dollars and 99/100 Cents)**.

**RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO WARNIKE CARPET & TILE CO.**

The Erie County Board of DD met this **18<sup>th</sup> DAY OF FEBRUARY 2021**, Mr. Eric Kibler introduced the following resolution and moved its adoption:

**WHEREAS, WARNIKE CARPET & TILE CO., requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:**

**THAT WARNIKE CARPET & TILE CO. is herewith approved for payment in the amount of \$9,172.99 (Nine Thousand, One Hundred Seventy-Two Dollars and 99/100 Cents) provided for the Erie County Board of DD out of appropriation account #20131-6500-540100 Capital Construction line.**

THAT the Erie County Board of DD hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if any, which result in formal action, were taken in meetings open to the public, in full compliance with the applicable legal requirements of the Revised Code.

Mr. John Hoty seconded the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

Mark Harrington	AYE
John Hoty	AYE
Eric Kibler	AYE
Stacie Schmid	AYE
Melissa Tomaro	AYE

**Adopted: YES**

## **2. Fiscal Report**

The Fiscal Report for Month End January 31, 2021 was provided for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the January Fiscal Report as submitted. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

## **3. Policy Committee Report**

The Policy Committee reviewed three policies in February. These policies are:

- Medicaid Administrative Claiming (MAC) Policy
- Third-Party Fees and Billing Policy
- Individual Supports Policy

The Medicaid Administrative Claiming Policy and the Third-Party Fees and Billing Policy were reviewed, and no revisions were made. Therefore, Board approval is not required on these policies.

The Individual Supports Policy was reviewed and revised. The Policy Committee recommended Board approval of this policy. Mr. Mark Harrington made a motion to approve the Individual Supports Policy as revised. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

## **VI. DEPARTMENT REPORT**

### **A. MUI, Provider and Employment Report**

The Eligibility, Provider, Incident Reporting and Employment Report was distributed (handout). Megan Etzel, Manager of Individual and Family Supports, reviewed the information.

## **VII. OLD BUSINESS**

### **A. Board Member Vacancy Update**

Carrie Beier reported that one Board Member position remains open at this time. This position is Erie County Commissioner appointed and Carrie remains in contact with the Commissioners office about the vacancy.

## **VIII. NEW BUSINESS**

### **A. Shared Service Agreement with Crawford County for Business Services**

Mr. Mark Harrington made a motion to approve the contract for Shared Services with the Crawford County Board of Developmental Disabilities for Business Services. This agreement shall be effective from March 1, 2021 to December 31, 2021. This motion would authorize the Superintendent to execute the agreement. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

## B. 2021 Board Member Training Topics and Schedule

Board Members were provided the 2021 County Board Member Training memo from DODD Director Jeff Davis. The memo outlines suggested training topics for 2021. Board Members were asked to review the training topic list and reach out to Carrie Beier with any input. A schedule will be drafted and provided at the March or April Board Meeting.

## C. Board Member Annual Self-Evaluation

A Board Member Self-Evaluation was proposed by Carrie Beier (handout). The intent of this annual evaluation is to identify Board strengths and areas for potential improvement. Michelle Kelley will send the evaluation to Board Members via email.

## IX. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings and activities: Region 1 Superintendent conference calls (bi-weekly), Clearwater COG Board meeting, Governor DeWine press conference calls, Superintendent Executive Committee meetings, OPRA member Friday Five calls and the OACB Early Intervention Regional Meeting.
- **Media/Public Relations:**
  - Sandusky Register newspaper articles:
    - *We are all lifelong learners*- February 9, 2021 (handout)
    - *Board beaming with new initiative*- February 17, 2021 (handout)
  - Community Connections Calendar- visit the ECBDD website at [www.eriecbdd.org/events](http://www.eriecbdd.org/events) for our full calendar of events.
- **Personnel:**
  - The majority of staff continue to work remotely with facilities staff, business dept. staff and some administrative staff working in the building (A few other staff have been using office workspaces as needed and appropriate). We are beginning a slow roll of a few employees into the office for work. We are maintaining social distancing, wearing masks and frequently sanitizing.
  - We are sharing information regarding access to the COVID vaccine with all staff as we receive it from Erie County.
- **Adult Day Services (ADS) & Residential Services:** Felicia and Carrie have conducted Zoom meetings with Adult Day and Residential providers. We have delivered PPE and helped trouble shoot challenges with staffing. We will continue to reach out to providers to support any local issues. The Clearwater COG continues to be a resource for all our providers as well holding regional provider meetings and offering free PPE and sanitizing cleaners, etc. We have sent the Erie County Health Department the names of our providers who provide services in congregate settings during the day should they have vaccines they might want to provide for this group.
- **State Budget:** Governor DeWine has released his state budget for lawmakers to begin their review process. We are not aware of any upcoming Medicaid changes. At this point the Ohio Department of DD is not receiving any cuts that would affect local County Boards and the services they currently provide. OACB will continue to monitor Medicaid waiver services and costs as the state legislative bodies begin to review and make changes to the proposed budget. In his budget, the Governor has proposed offering grant money to support complex needs individuals. Carrie has

suggested to our COG that we make a plan to pull some grant dollars into our area, if possible. Carrie will keep Board Members updated.

- **COVID Update:** 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. We have received communications from OACB and DODD supporting the vaccine roll out to our individuals who qualified in the Phase 1A and 1B categories. Felicia and her team have compiled lists for our local health department to use in disseminating vaccines to those who are currently eligible. SSA's have been reaching out to individuals who meet the category criteria to inform them of vaccine availability. We will continue to disseminate information to those we serve and staff as we hear updates and changes.

We continue to reach out to Shari Greene at the Erie County Health Department to ensure they have the information they need to continue to provide vaccines to those we serve who are eligible. We have not been given any information regarding what group of people might be identified next as a priority group for receiving vaccines. The Ohio Vaccine Preparedness Office Weekly Update was provided (handout).

- **OACB updates:**
  - Vaccine: Parents and families seeking additional information about the vaccine can also view the department's ongoing "Medical Moment" video series hosted by DODD Medical Director Dr. Laura Sorg. Visit [DODD's YouTube page](#) to review previous "Medical Moment" installments.
  - OACB has been tracking information regarding COVID cases for our DD population. We report to OACB weekly any new cases and the first report that has been released (handout).
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### **Reminder: Registration open for all-virtual DD Awareness & Advocacy Day on March 2**

Registration is now open for the 2021 Developmental Disability Awareness and Advocacy Day, which will take place virtually over Zoom on Tuesday, March 2. Pre-registration is free but required to attend. This year's general session and all legislative meetings will take place online via Zoom. There will be no in-person attendance due to COVID-19. A detailed agenda is forthcoming.



Registration Link:

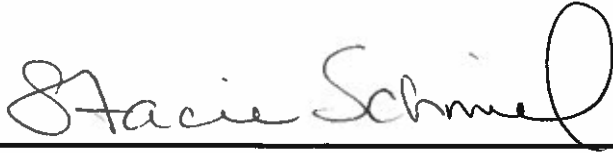
[https://us02web.zoom.us/webinar/register/WN\\_eSRvoPSORP-5gJBWkVPG6g?fbclid=IwAR2xQC5Q5I78Kr7bTjmCSOT0IMcsVI5 - A67UT\\_zL2n-3q7ZRWTGa7KEK5Q](https://us02web.zoom.us/webinar/register/WN_eSRvoPSORP-5gJBWkVPG6g?fbclid=IwAR2xQC5Q5I78Kr7bTjmCSOT0IMcsVI5-A67UT_zL2n-3q7ZRWTGa7KEK5Q)

**X. EXECUTIVE SESSION**

There was no Executive Session.

**XI. ADJOURNMENT**

Mr. Mark Harrington made a motion to adjourn the Board meeting at 5:45 p.m.. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the February Board meeting was adjourned.



3-18-21

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*Recording Secretary*

*Date*