



*"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

APRIL 16, 2020

PRESENT

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

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

VISITORS SIGNED IN

Felicia Zendejas.

I. CALL TO ORDER AND ROLL CALL

The April 16, 2020 Board Meeting was called to order at 6:02 p.m. by President, Mr. David Stuck. Roll Call was taken. All Board Members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

There was no public comment

IV. APPROVAL OF FEBRUARY 20, 2020 MEETING MINUTES

Mr. Mark Harrington made a motion to approve the February 20, 2020, Board Meeting minutes. Mrs. Stacie Schmid 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 met this month. Rachel Malone reported the February and March reports was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- The Clearwater COG annual fee for services was paid.
- Additional IT equipment was purchased for staff working remotely and virtual visits, this included Surfaces, cameras and microphones.

- Bills paid reflects continued placement of an individual at a developmental center.
- The HVAC capital improvement project will move forward this year and we anticipate a June or July start date.
- Transfers included, \$500,000 moved to Waiver fund and \$500,000 moved to Capital fund.

2. Fiscal Report

The Fiscal Reports for Month End February 29, 2020 and Month End March 31, 2020 were provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the February and March Fiscal Reports as submitted. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

3. 2020 Budget

Rachel Malone reported the 2020 Budget was approved by the Erie County Commissioners in March. A copy of the approved/ final budget was provided to Board Members (handout).

4. COVID-19 Expenditures

As Governor DeWine has declared a state of emergency related to the COVID-19 health crisis, Mrs. Stacie Schmid made a motion to authorize the Superintendent/designee to spend up to \$150,000.00 for expenditures specifically related to supporting the needs of eligible individuals and their families affected by the COVID-19 crisis, supporting the provision of services by agency, independent or community providers, and providing needed supplies. The Superintendent/designee shall track and account for all COVID-19 expenditures, effective March 1, 2020 through the duration of the COVID-19 crisis. Should these funds be exhausted, the Board authorizes an additional \$150,000.00 for the above stated purposes. Mr. Mark Harrington seconded the motion. Roll call vote followed:

| | |
|-----------------|-----|
| Howard Collins | AYE |
| David Danhoff | AYE |
| Mark Harrington | AYE |
| John Hoty | AYE |
| Stacie Schmid | AYE |
| David Stuck | AYE |
| Melissa Tomaro | AYE |

With all members in favor, the motion passed.

5. Policy Committee Report

Mrs. Stacie Schmid reported the Policy Committee reviewed four policies in March and April. These policies were:

- Incident Reporting Policy
- Transportation Policy
- Fiscal Policy
- Personnel Policy- additions to Section 400
 - Emergency Family and Medical Leave Expansion
 - Emergency Paid Sick Leave

All four polices were reviewed and revised. Mrs. Stacie Schmidt a motion to approve these policies as revised. The motion was seconded by Ms. Melissa Tomaro. With all members in favor, the motion passed.

VI. DEPARTMENT REPORT

A. COVID-19 Department Updates

A report was provided to Board Members indicating how each department is operating during the COVID-19 crisis (handout).

B. Employment & Self-Advocacy Reports

The Employment & Self-Advocacy Reports were shared with Board Members (handout). Felicia Zendejas, Director of Individual & Family Supports reviewed the report with Board Members.

C. Strategic Plan- 1st Quarter Report

The Strategic Plan- 1st Quarter Report was shared with Board Members (handout). Carrie Beier asked Board Members to review the information and reach out to Carrie with any questions.

VII. OLD BUSINESS

A. 2020 Board Member Training Update

Carrie Beier reported that the 2020 Board Member Training schedule will be revised due to COVID-19. Carrie and Michelle Kelley will review the schedule, contact speakers and propose an updated plan at the May Board Meeting.

VIII. NEW BUSINESS

A. Strategic Planning 2021-2023

Carrie Beier will be meeting with Mel Marsh in late April to begin planning for the development of the ECBDD Strategic Plan for years 2021-2023. Board Members will have the opportunity to meet with Mel to provide their input. These meetings will occur this summer via phone or virtually. More information will be shared at the May Board Meeting.

IX. SUPERINTENDENT REPORT

- Carrie attended the following meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent March Meeting, Ohio Association for Services for Children and Families meeting, Kiwanis, Erie County Community Corrections meeting, Early Intervention DODD PR workgroup, Budget Commission Meeting, Employee Coffee with Carrie, Clearwater COG Board meeting and Provider meeting. Carrie also attended the following virtual meetings/conference calls: Region 1 Superintendent daily conference calls, OACB daily conference calls, Early Intervention conference call, Kiwanis zoom meeting and OACB Board of Trustees conference calls.
- **Media/Public Relations:**
 - Erie County Board of DD & HMG Social Media Statistics – February & March 2020 (handout).
 - Sandusky Register newspaper articles (handout):
 - *Local board sponsoring events throughout March- 3/5/2020*
 - *Board of DD adjusts services- 3/20/20*
 - Community Connections Calendar- March & April 2020- All events cancelled due to COVID-19 crisis.
- **Personnel:**
Positions:

- SSA Assistant- Position filled and the new employee is scheduled to start on 4/20/20.
- SSA Positions- Two SSA positions have been filled and these employees began working on 4/6/20 and 4/13/20. We have reposted the position to fill one remaining opening.
- **Ball v. DeWine Lawsuit Updates:** No update at this time.
- **Director Jeff Davis:**
 - Director Davis has been meeting with the Governors Cabinet, and all state departments have been directed to cut their budgets by 20% during the COVID-19 health crisis. It was also ordered that there would be a freeze on hiring and wage increases at the state level.
 - The Superintendent Regional Leadership Team has been conference calling with OACB and DODD to discuss and implement the easing of rules and regulations required to be a Direct Service Provider, so that all residential providers and other DD service providers can onboard staff should they start to experience staffing shortages due to COVID-19.
 - Most local Day Service Providers have closed. A few may opt to stay open as long as the group is not over 10 individuals in size. One is providing day services in the home for two separate households. Felicia Zendejas is staying in contact with providers to try to help with any provider challenges.
 - DODD has been working on and issuing guidance to accommodate the SSA's and EI staff who are working remotely due to COVID-19.
- **Next Level Leadership Training:**
The Next Level Leadership training session with Corporate Compass/Kitty Brandal in March was cancelled and we hope to continue again in May.
- **Local:**
 - The Erie County Emergency Management Agency (EMA) and the Erie County Health Department are collaborating and issuing daily Situation Reports to help essential services and supports to have information when making decisions.
 - Carrie has offered our cafeteria/gym to the County for use should there be a need to support our health care system or other county supports. Carrie has offered the use of our large vehicle bus with a wheelchair lift to our EMA should there be a need.
 - Carrie has reached out to our Erie County Commissioners to inquire about if we needed to place an individual or two in a nursing home due to COVID-19 related issues if that would be a possibility. Commissioner Steve Shoffner responded and said to stay in contact, and they would like to help as appropriate. I reached out directly to the county nursing home to explore the use of their services, but due to space issues they are not able to accommodate any needs at this time.
 - OHgo contacted us to include those we serve, in their weekly food deliveries for those in need in our community. Diane Corso's employees are coordinating this effort with OHgo.
 - The Clearwater COG has stepped up and developed a supply resource system for the providers of DD services. They have procured, organized and delivered supplies to providers throughout our 7 county COG Region. Below

you will see a list of all the supplies that are being offered and provided to our local providers as they request and need:

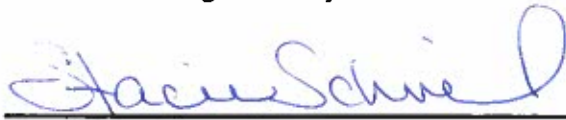
- Face shields (for staff working with individuals who are ill)
 - Masks - handmade cloth ones, medical/surgical (med/surgical should be used by DSPs and individuals if possible), N95 (only used by staff working with individuals who are ill)
 - Yellow Isolation gowns (for staff working with ill individuals)
 - Thermometer disinfecting kits
 - Hibiclens wash (for staff when working with individuals who are ill)
 - Protective lab coats
 - Cotton balls/ cotton swabs
 - Hydrogen peroxide
 - Toilet paper and paper towels –plentiful---don't buy we can supply
 - \$25.00 gift cards to Walmart and Kroger –for use in event of emergency (example, individual has no money available for food)
 - Hand sanitizer
 - 70% alcohol bottles
 - Alcohol swabs
 - Disinfectant cleaners –spray bottles and regular bottles
 - Lysol aerosol spray
 - Spray bottles
 - Bleach
 - Clorox wipes
 - Gloves
 - Charmin type bathroom wipes
 - Disposable hand towels
 - Kleenex
 - Hand soap
 - Handi wipes
 - Thermometers
 - Protective covers for thermometers –wear and sleeves
- Felicia and Carrie met with several residential and day service providers to collaborate and offer support as they identify what their needs are during the COVID-19 health crisis. Megan Etzel has been communicating with providers through our email list serve and the Clearwater COG is supporting providers as a resource for supplies and DSP staffing concerns.
 - The Erie County Homeless group has reached out to ask us to participate in their efforts to support our vulnerable populations who are at risk and have housing and food insecurities. Carrie will stay in touch to see how we can collaborate and support this effort.
 - Attached you will find the management team coverage for our office to maintain essential and needed supports and operations.

X. EXECUTIVE SESSION

There was no Executive Session.

XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:39 p.m. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed and the April Board meeting was adjourned.



Recording Secretary



Date