



*"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

AUGUST 20, 2020

PRESENT

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

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

VISITORS SIGNED IN

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

I. CALL TO ORDER AND ROLL CALL

The August 20, 2020 Board Meeting was called to order at 5:02 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. David Danhoff was absent excused. All other Board Members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

A representative from the Self-Advocate group has been unable to attend Board Meetings in recent months due to COVID. To keep Board Members informed, they prepared a video report. Megan Etzel introduced the Self-Advocate video report and it was viewed by Board Members. All appreciated the update.

IV. APPROVAL OF JULY 16, 2020 MEETING MINUTES

Mr. John Hoty made a motion to approve the July 16, 2020, Board Meeting minutes as submitted. Ms. Melissa Tomaro 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 that the July report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- The HVAC Project has started, including design project work. \$300,000 was moved for the additional project charges not anticipated.
- Bills paid include: the HVAC project, continued placements of individuals and tech home.
- COVID Expenditures have been submitted to the Erie County Finance Office for potential reimbursement.
- SSA Negotiations are scheduled for 8/27, 8/28 and 8/31/2020. Negotiation meetings will take place in person at the ECBDD. Attorney, Mr. David Kessler, Jr., is assisting the ECBDD in the process.
- The Finance Committee reviewed the 10-year Cash Flow Projection report (handout) and support the following resolutions.

Resolution # 08-09-2020

Whereas, the Erie County Board of Developmental Disabilities anticipates closing the calendar year 2020 with an \$8.5 million carryover, and

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

Therefore, be it resolved, that the Erie County Board of Developmental Disabilities authorizes the Superintendent to **establish a Reserve Fund** in accordance with Section 5705.222 of the Ohio Revised Code for the purpose of setting aside monies to assure that money will be available to meet long term liabilities. Monies in this fund shall not be considered by the county budget commission when determining whether to reduce the taxing authority of a county under section 5705.32 of the Ohio Revised Code.

The Erie County Board of DD met this **20th day of August 2020**. Mr. Howard Collins introduced the resolution and moved its adoption. Mr. Mark Harrington seconded the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

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

Resolution Adopted: YES

Resolution # 08-10-2020

Whereas, the Erie County Board of Developmental Disabilities anticipates closing the calendar year 2020 with an \$8.5 million carryover, and

Whereas, the Erie County Board of Developmental Disabilities recognizes that it has sufficient funds available to meets 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 not collect 50% of its current 3.0 mill levy for calendar year 2021.**

The Erie County Board of DD met this **20th day of August 2020**. Mr. Mark Harrington introduced the resolution and moved its adoption. 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:

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

Resolution Adopted: YES

2. **Fiscal Report**

The Fiscal Report for Month End July 31, 2020 was provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the July Fiscal Report as submitted. Mr. Howard Collins seconded the motion. With all members in favor, the motion passed.

3. **COVID-19 Expenditures Report**

COVID-19 expenditures are being tracked separately and a report was provided outlining these expenses (handout). From 3/3/20-7/27/20, \$54,633.02 has been spent on COVID-19 related supplies and expenses. These expenses are being sent to the Erie County Finance Office for including in the countywide submission to FEMA for potential reimbursement.

VI. DEPARTMENT REPORTS

A. Community Supports & Transportation Department Report

The Community Supports & Transportation Department Report was shared with Board Members (handout). Diane Corso, Director of Community Supports, referenced the report and shared highlights through a Power Point presentation.

VII. OLD BUSINESS

A. COVID Update

Carrie Beier provided Board Members a copy of an all staff letter dated August 5, 2020 (handout). This letter informs staff that the ECBDD intends to continue current operating procedures through January 1, 2021. The updated Phase II Staffing Plan was also distributed (handout). Staff with the ability to work remotely, as appropriate, continue to do so. We continue to limit the number of staff in our building.

VIII. NEW BUSINESS

A. OACB Strategic Plan

Carrie Beier provided Board Members a copy the recently released OACB Strategic Plan 2020-2022, for informational purposes (handout).

IX. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent conference calls (twice weekly), Kiwanis, Clearwater COG Board meeting, Ohio Provider Resource Association weekly provider calls, Governor DeWine press conference call, Early Intervention State Advisory Council, Superintendent Executive Committee meeting, Scott Warrick Leadership Training COG, Trauma Informed Care Calmer Skills training and DD Business Managers meeting.
- **Media/Public Relations:**
 - Sandusky Register newspaper articles (attached):
 - Board of DD goes digital- August 3, 2020
 - DD Board gives back to children- August 12, 2020
 - Community Connections Calendar- Virtual events/activities have been initiated. See Diane Corso's Community Supports Department Board report this month.
- **Personnel:**
 - **Open Position:** We have one open SSA position to be filled. We have posted the position and will be planning interviews in the future. We have two SSA's completing orientation and we have two SSA's on maternity leave (one SSA will be returning after Labor Day).
 - **All Staff Meeting:** A "Coffee with Carrie" Zoom meeting, with all staff invited, took place on August 12, 2020 at 9:00 a.m. Carrie shared updates on the following topics and offered to answer any questions or discuss any topics of interest with staff:
 - COVID protocols, practices and policies
 - HVAC replacement
 - Work from home
 - Insurance premium holiday for August
 - Trauma Informed Care activities
 - Strategic Planning process
 - DODD and OACB statewide updates
- **Adult Day Services (ADS):** ADS providers are billing at the highest acuity rate to cover the increased costs of providing their services in smaller group settings due to COVID restrictions. OACB and DODD are monitoring ADS billing totals monthly, by county. County Boards need to monitor and assess these costs to assure the funds are available to cover the rate increase costs.
- **State Budget:** Director Davis did not have any state budget updates for Superintendents at our August SEC meeting. We will 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. We will continue to monitor any long-term changes to Medicaid waiver services and costs.
- **Erie County Board of DD Strategic Planning:** The Management Team met with Mel Marsh on July 30th to continue working on the development of future goals and

objectives. Mel shared a review of the survey feedback received. (We had a 29% overall survey response rate for surveys returned, which is higher than the average response return rate of 20% (handout)). We are continuing to meet in small workgroups and will send our final work to Mel at the end of September.

OACB Updates:

- **OACB Annual Convention:** After exploring all options for this year's professional development events, the OACB team has decided that **the 37th Annual Convention will take place virtually this fall—likely via the Zoom platform.** Furthermore, we are pleased to announce that **virtual attendance for this year's event will use an a la carte, fee-per-credit model** in which sessions will be held over an extended period, giving attendees flexibility in how they take part and greater discretion with agency training budgets. A full schedule of sessions will be shared as available. Why a virtual convention? In a word: safety. Given recent and projected COVID-19 infection rates in Ohio, a large, indoor, in-person gathering—even one taking place in December—simply does not make sense. A virtual event is the best way to keep participants safe while providing them with an opportunity to satisfy their 2020 professional development needs.
- **Statewide ISP:** The stakeholder's workgroup continues to move towards a Statewide Individual Service Plan and Assessment with hopes to be done by early Spring 2021. OACB continues to lobby for county board to be able to continue to the use Gatekeeper and Britco software systems as the state moves forward with a new vendor for their use. DODD has agreed to allow the transfer of data from local system to their system save SSA's and other users from double entry of data etc.

ECBDD Remote/Office Staffing: Carrie provided updated information on our COVID protocols and practices (handout). Due to the construction work being done regarding the upgrade of our HVAC system, these plans and protocols are being adjusted sometimes weekly and daily. Carrie will not be implementing the new Work from Home Policy at this time, due to the challenges with COVID and the HVAC construction project.

X. EXECUTIVE SESSION

There was no Executive Session.

XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:02 p.m. Ms. Melissa Tomaro seconded the motion. With all members in favor the motion passed, and the August Board meeting was adjourned.


Recording Secretary

9-17-20
Date