



*"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

January 19, 2023

PRESENT

Board Members: Dave Danhoff, Mark Harrington, Eric Kibler, Katelyn Miller, and Stacie Schmid.

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

VISITORS SIGNED IN

Diane Corso and Felicia Zendejas.

I. CALL TO ORDER

The January 19, 2023, Board Meeting was called to order at 6:01 p.m. by President, Mr. Dave Danhoff.

II. ROLL CALL

Roll Call was taken. All Board Members were present.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

There was no Public Comment.

V. APPROVAL OF DECEMBER 15, 2022, MEETING MINUTES

Mr. Eric Kibler made a motion to approve the December 15, 2022, Board Meeting minutes as submitted. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

VI. BOARD ACTION ITEMS

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

B. Finance Committee

1. Finance Committee Report

The Finance Committee met this month. Rachel Malone reported that the December financials were reviewed by the Finance Committee. Rachel shared the following highlights:

- The 2022 year-end fiscal report was reviewed. Revenue and expenses were on target for YTD. Revenue was at 103% and expenses were at 92%. We came in under budget at year-end.
- The 2023 Draft Budget estimated revenue was changed from \$6.2 mil to \$6.529 mil.
- The 6.5% DSP retention payment was made.

2. Fiscal Report

The Fiscal Report for Month Ending December 31, 2022, was provided for review and approval (handout). Mr. Mark Harrington made a motion to approve the December Fiscal Report as submitted. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

3. 2023 Draft Budget

A copy of the current 2023 Draft Budget was distributed to Board Members at the December Board Meeting. The Budget remains in draft form until it is reviewed by the Erie County Commissioners in early 2023 and may be edited as appropriate.

4. Authorizing Payment to Ability Works

Resolution #: 01-01-2023

The Erie County Commissioners require a Board **THEN and NOW resolution** for expenses that are being submitted for payment without a previously encumbered purchase order. This **THEN and NOW resolution** confirms that the DD Board had insufficient money in the budget at year end **2022** (THEN) and has sufficient money in the expense line item in **2023** (NOW) to pay this invoice.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO ABILITY WORKS, INC.

The Erie County Board of DD met this **19th DAY OF JANUARY, 2023.**

Mrs. Stacie Schmid introduced the following resolution and moved its adoption:

WHEREAS, ABILITY WORKS, INC. (reimbursement of December 2022 Individual Budget services (inv #1017906) requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

THAT ABILITY WORKS, INC. is herewith approved for payment in the amount of \$5,935.58 (Five Thousand, Nine Hundred, Thirty-five Dollars and 58/100 Cents) provided for the Erie County Board of DD out of appropriation account #20110-6524-530000 Individual Budget Services 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. Mark Harrington seconded the motion for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

David Danhoff	AYE
Mark Harrington	AYE
Eric Kibler	AYE
Katelyn Miller	AYE
Stacie Schmid	AYE

Adopted: YES

C. Policy Committee Report

There were no policies reviewed this month.

VII. DEPARTMENT REPORT

A. Strategic Plan 4th Quarter/ Year End Report

The Strategic Plan 4th Quarter/Year End Report was distributed (handout). Carrie Beier reviewed highlights from the report.

VIII. OLD BUSINESS

A. Strategic Planning Update

Carrie Beier reported that we have contracted with the Impact Group to work with us this year to update our Strategic Plan. The planning schedule was shared and reviewed with Board Members (handout). Board Members will meet with Lori Sandel from the Impact Group on Thursday, March 16, 2023, following the Board Meeting. Lori will lead Board Members through a SWOT (strengths, weakness, opportunities, and threats) Analysis.

B. 2023 Board Member Training

A draft Board Member Training scheduled was shared (handout). Topic ideas will be considered, and the schedule will be finalized in the coming months. MUI/UI Training and COG Updates will take place on Thursday, February 16, 2023, following the Board Meeting.

C. 2023 Election of Board Officers

Nominations for Election of Officers were proposed. Mr. Mark Harrington made a motion to approve the following as the 2023 Board Officers:

- President, Mr. Dave Danhoff
- Vice President, Mr. Eric Kibler
- Secretary, Mrs. Stacie Schmid

Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

D. 2023 Board Committee Appointments

Proposed Committee Appointments were reviewed. There was no discussion. Mr. Eric Kibler made a motion to approve the following 2023 Board Committee Appointments:

- Ethics Committee: Mark Harrington, Stacie Schmid and Katelyn Miller.

- Finance Committee: Eric Kibler and Dave Danhoff.
- Policy Committee: Stacie Schmid and Katelyn Miller.
- Appeals Committee: Mark Harrington, Eric Kibler and Katelyn Miller.
- Superintendent Review Committee: Mark Harrington, Eric Kibler and Stacie Schmid.

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

IV. NEW BUSINESS

A. Board Member Resignation & Open Seat Update

Carrie Beier reported that Mrs. Tracey Susana resigned as Board Member in December of 2022. This open seat is an Erie County Commissioner appointed position and Carrie has been in contact with their office to seek a replacement for Mrs. Susana as well as the other open seat.

B. Declaration of School Age Program

Mrs. Stacie Schmid made a motion to declare the Erie County Board of Developmental Disabilities has elected to not participate in the provision of educational services to school age children ages six to twenty-one years of age for the 2023-2024 school year. This is the annual notification required by Ohio Revised Code 5126.04. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

C. Special Olympics Donation

Mr. Mark Harrington made a motion to approve that the Erie County Board of DD use donated funds to make a donation to the Special Olympics of Erie County in the amount of \$5,000. for sports program needs. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

D. Housing

The Erie County Board of Developmental Disabilities acknowledges receipt of the letter (handout) from Family Initiatives of Huron County dated January 17, 2023 and moves to approve the Superintendent to act on behalf of the Board in matters regarding the sale of 514 Pearl Street in Sandusky, Ohio. Mr. Mark Harrington moved to approve this motion. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

X. SUPERINTENDENT REPORT

- Carrie attended the following in-person/virtual/remote meetings, trainings and activities: Ohio Provider Resource Association Provider Friday Five's virtual, Ohio Association of County Boards Superintendent Executive Committee meeting, Clearwater Council of Government Board meeting, Kiwanis meeting, Rotary meeting, Region 1 Superintendent meeting, United Way Board meeting, Erie County Executive Council FCFC meeting, Superintendent Early Intervention SEC Committee meeting, and Governors Early Childhood Advisory Council.
- **Media/Public Relations:**
 - Sandusky Register: None
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Personnel:**

- We had one SSA resign after the Christmas holiday. We are accepting applications to begin interviewing for this position.
- We have filled the HMG Home Visitor position. The new Home Visitor started on January 17th.
- **Erie County Providers:**
 - Megan Etzel hosted our regular Provider meeting this week. Felicia Zendejas is working individually with a local provider who is experiencing a staffing challenge.
- **Clearwater Council of Government:**
 - The COG is developing and hiring substitute SSA positions to support member County Boards who have a need for a short term SSA.
 - The COG is also hosting SSA Boot Camp for new SSA's in 2023.
- **Strategic Planning:** Our first strategic planning meeting with the Impact Group will be held on February 7th with our Leadership Team. Lori Sandel will be our facilitator for Erie County strategic planning events and activities for the next 6 months.
- **Awareness Erie DD:** The Chapel has taken the lead on the upcoming Night to Shine event scheduled for February 10, 2023. We have approximately 20 staff who will be volunteering for the event and our building will be used to support activities for the event.
- **OACB:** OACB is supporting a statewide messaging campaign to address the need to support an increase in the Direct Service Provider wage through the increase of dollars in the state budget through the Medicaid reimbursement program. The state waiver rate reimbursement has not been increased in 15 years. I will be sharing the information on the statewide campaign as it is rolled out.

DODD:

- **Federal Public Health Emergency:** On January 11, 2023, the US Secretary of Health and Human Services (HHS) renewed the determination that a federal public health emergency (PHE) continues to exist. This was previously scheduled to expire on January 11, 2023. The declaration lasts for the duration of the emergency or up to 90 days but may be extended by the HHS Secretary. HHS has said it would provide states 60 days' notice before the PHE is allowed to expire or end.

When Appendix K was approved, it included an additional six months beyond the end of the federal public health emergency to allow for the unwinding of the temporary flexibilities and the return to permanent/ongoing services. Appropriate services should be determined through the person-centered team planning process to determine which service(s) best meets the needs of the person and to have the service(s) set up and in place before the end of the six-month unwinding period.

The current PHE is now scheduled to expire on April 11, 2023, unless extended by HHS, which means that the unwinding period will expire on October 11, 2023.

- **Board Member Training:** Board members of County Boards of Developmental Disabilities must complete a minimum of four hours of in-service training every year per OAC 5123-4-03.

DODD Director Kim Hauck has identified these topics for 2023 county board member training:

- Statewide Updates from Director Hauck
- Early Intervention

- Technology First
- Multi-System Youth (MSY) and OhioRISE
- County Board Role in Eligibility Appeals Process
- Succession Planning

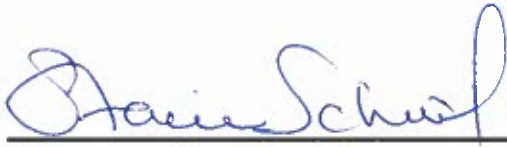
Training resources developed by DODD for these topics will be released by February 24, 2023. The topics and training resources offered by DODD are not required to be used for board member training. DODD Director Kim Hauck supports county board superintendents in offering topics they feel would be most beneficial to their board members.

XI. EXECUTIVE SESSION

There was no Executive Session.

XII. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:29 p.m. Mr. Eric Kibler seconded the motion. With all members in favor the motion passed, and the January Board meeting was adjourned.



Recording Secretary

2-21-23

Date