



*"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 JANUARY 16, 2020

PRESENT

Board Members: David Danhoff, Stacie Schmid, David Stuck and Melissa Tomaro.

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

VISITORS SIGNED IN

Adrienne Keys, Felicia Zendejas, Erin McDougall, Jennifer Kinney, Rebecca Walter, James Meade, Tommy Hayes, Julie Cyrek and Denise Cyrek.

I. CALL TO ORDER AND ROLL CALL

The January 16, 2020 Board Meeting was called to order at 5:00 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. Howard Collins, Mr. John Hoty and Mr. Mark Harrington were absent excused. All other Board Members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

James Meade, on behalf of the Self-Advocate group reported the following:

- The Synergy Club will be hosting a Bowling Fundraiser on Friday 1/24/2020 from 5-8pm at Cedar Lanes in Sandusky. The cost is \$20.

Julie Cyrek, Treasurer of the Self-Advocate group, was present and shared information about herself (handout).

Felicia Zendejas, Director of Individual & Family Supports introduced Erin McDougall, SSA Manager. Erin recently transitioned from SSA to Manager in January. Erin shared some information about herself and the Board congratulated Erin on her new position.

IV. APPROVAL OF DECEMBER 19, 2019 MEETING MINUTES

Mr. David Danhoff made a motion to approve the December 19, 2019, Board Meeting minutes. Ms. Melissa Tomaro seconded the motion. With all other 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 December Finance report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- The month-end and year-end reports were discussed.
- Capital and waiver fund monies were moved.
- Bills paid reflects an amount for voided checks for the Individual Budget line for persons that did not cash checks and these were moved to unclaimed funds.

2. Fiscal Report

The Fiscal Report for Month End December 31, 2019 was provided for review and approval (handout). Mrs. Stacie Schmid made a motion to approve the December Fiscal Report as submitted. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

3. Then & Now Resolution- Payment to Shaw Ott Medical

Resolution #: 01-01-2020

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 **2019** (THEN) and also has sufficient money in the expense line item in **2020** (NOW) to pay this invoice. The resolution authorizes payment to **SHAW OTT MEDICAL (inv #1014908)** services in the amount of **\$5,127.00 (Five Thousand, One Hundred Twenty-Seven Dollars and 00/100 Cents)**.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO SHAW OTT MEDICAL.

The Erie County Board of DD met this **16th DAY OF JANUARY 2020** Ms. Melissa Tomaro introduced the following resolution and moved its adoption:

WHEREAS, SHAW OTT MEDICAL, requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

THAT SHAW OTT MEDICAL is herewith approved for payment in the amount of \$5,127.00 (Five Thousand, One Hundred Twenty-Seven Dollars and 00/100 Cents) provided for the Erie County Board of DD out of appropriation account #20110-6524-530000 INDIVIDUAL BUDGET 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.

Mrs. Stacie Schmid 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
Stacie Schmid	AYE
David Stuck	AYE
Melissa Tomaro	AYE

Adopted: YES

4. Annual Financial Resolutions

a. **Medicaid Waiver Match**

Resolution #: 01-02-2020

Each year the Erie County Board of DD is required to pass a resolution setting the amount of non-federal share for Medicaid waiver match the Board is willing and/or able to commit.

Mr. David Stuck made a motion to approve the use of up to \$2,000,000 of the CY 2020 budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code to pay the non-federal share of the services required by section 5126.0511 of the Ohio Revised Code for Medicaid expenditures to assure the services will be available in a manner that conforms to all applicable state and federal laws. It is fully understood the payment of the non-federal share represents an ongoing financial commitment of the Erie County Board of DD. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

b. **Mileage Reimbursement Rate**

This Resolution will be deferred to the February Board meeting.

c. **Donated Funds Expenditures**

Resolution #: 01-03-2020

Each year, according to policy, The Erie County Board of DD sets an annual ceiling for donated fund expenditures in January. Our cash balance in the donation fund is \$137,002. It is recommended that the 2020 expenditure ceiling for donated funds is set at \$25,000.

Mr. David Stuck made a motion to approve the donated fund expenditure ceiling for calendar year 2020. Ms. Melissa Tomaro seconded the motion. With all members in favor, the motion passed.

d. **Administration of Family Directed Resource (FDR) Program**

Resolution #: 01-04-2020

Each year the Erie County Board of DD is required to pass a resolution for the administration of the Family Directed Resource (FDR) Program.

Ms. Melissa Tomaro made a motion to authorize the Superintendent to enter into a contract/agreement with Ability Works for the administration of the

Family Directed Resources (FDR) Program for Calendar Year 2020. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

e. **Head Start Classroom Lease Agreement**

Resolution #: 01-05-2020

Each year the Erie County Board of DD is required to pass a resolution for the lease agreement of the Head Start Classroom.

Mr. David Stuck made a motion to authorize the Superintendent to enter into a lease agreement with the Community Action Commission of Erie, Huron, and Richland Counties for the use of the Head Start Classroom for Calendar Year 2020. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

C. **Policy Committee Report:** The Policy Committee did not meet.

VI. DEPARTMENT REPORT

A. **Strategic Plan 4th Quarter/ Year End Report**

The Strategic Plan Dashboard and Narrative for 4th Quarter 2019/Year End were distributed (handout). Carrie asked Board Members to review the information and reach out to her with any questions.

VII. OLD BUSINESS

A. **2020 Board Meeting Schedule**

The 2020 Board Meeting Schedule with proposed revisions was distributed (handout). The Board Meeting start time will move back 1-hour to 6:00 p.m. in the following months: April, June, July, September and October. All other months will remain at the 5:00 p.m. start time. Ms. Melissa Tomaro made a motion to approve revisions as indicated to the 2020 Board Meeting Schedule. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

B. **2020 Election of Officers**

Nominations for Election of Officers were proposed. Ms. Melissa Tomaro made a motion to approve the following as the 2020 Board Officers:

- President, Mr. David Stuck
- Vice President, Mr. Howard Collins
- Secretary, Mrs. Stacie Schmid

Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

C. **2020 Board Committee Appointments**

Committee Appointments were reviewed and discussed. Mrs. Stacie Schmid made a motion to approve the following 2020 Board Committee Appointments:

- Ethics Committee: Howard Collins, Stacie Schmid and Mark Harrington.
- Finance Committee: David Stuck, John Hoty and Melissa Tomaro.
- Policy Committee: Stacie Schmid and David Danhoff.
- Appeals Committee: Howard Collins, David Stuck and Mark Harrington.

- Superintendent Review Committee: Stacie Schmid, Howard Collins and Mark Harrington.

Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

VIII. NEW BUSINESS

A. Declaration of School Age Program

Ms. Melissa Tomaro made a motion to declare the Erie County Board of DD will not participate in providing educational services to school age children for the 2020-2021 school year. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

B. Special Olympics Donation

Mrs. Stacie Schmid 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 \$5,000.00 for sports program needs. Mr. David Stuck seconded the motion. With all members in favor, the motion passed.

C. 2020 Board Member Training

Carrie Beier reported we are awaiting information from DODD on required training topics for 2020. In the interim, Carrie created a list of topic ideas (handout). Board Members reviewed and selected preferred topics. More information will follow in the coming months.

D. SSA Video

Felicia Zendejas, Director of IFS, and the IFS Department have created a video highlighting SSA Services. The SSA Video was viewed by Board Members and will be used as a tool to educate community members.

IX. SUPERINTENDENT REPORT

- Carrie attended the following meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent Meeting, Erie County Trauma Responsive Community Coalition, EI Branding Committee Meeting, FCFC Trauma Leadership Committee Meeting, Kiwanis, DD Self-Advocates Meeting, Erie County 2020 Complete Census Committee Meeting, Superintendent Executive Committee, Erie County Budget Meeting and Gov. Early Childhood Advisory.
- **Media/Public Relations:**
 - Erie County Board of DD & HMG Social Media Statistics – December 2019 (handout).
 - Sandusky Register newspaper articles: None.
 - Community Connections Calendar- January 2020 (handout).
- **Personnel:**
 - Positions:
 - SSA Assistant- This position has been posted internally and externally and we are awaiting applications.
 - Employment Specialist- This position has been developed to enhance the county boards efforts to support SSA staff in engaging individuals who are investigating employment options. This position has been posted internally and will be filled by Cathy Smith (current SSA).

- SSA Program Specialist – (formally IFS Specialist) This position will support waiver PAWS approval, MUI-UI duties and other supportive duties to the IFS department. This position has been posted internally and will be filled by Traci Beaverson (current SSA).
 - SSA Positions- We have posted externally and internally to fill Traci Beaverson and Cathy Smith's SSA positions they will be vacating.
- **Ball v. DeWine Lawsuit Updates:** At a fairness hearing on December 17th in Columbus, the federal judge in the *Ball v. DeWine* lawsuit said his approval of the tentative settlement agreement may be contingent on the addition of new language that would give the guardian intervenors an enforcement mechanism with which they can oversee the settlement's implementation. We are awaiting further settlement information from OACB.
- **Director Jeff Davis:**
 - Director Davis continues to support the process for a statewide ISP and assessment. He projects selected counties will be piloting the new assessment in February. The stakeholders group developing the new tools will continue to meet to prepare the roll out for a statewide assessment and plan at the end of 2020.
 - Director Davis continues to support county boards of DD as the designated single agency provider of SSA duties. He continues to voice the need for high quality SSA services as a priority for 2020 and beyond.
 - A new stakeholder's group has been developed to assess and review Day Services and programing for the future. Financial sustainability for Day Services will also be analyzed for possible increases in the next statewide budget. He expressed some concern that the last three statewide budgets have given an increase to DD supports etc. and that this trend will most likely not continue indefinitely.
 - July 1st continues to be the date for implementation of the Vocational Rehab rule changes. We are currently working on a regional communications grant to clearly and precisely inform and educate all stakeholders on upcoming changes to Vocational Rehab services.
- **Leadership:** Compass Consulting will be providing Leadership training to our Directors and Administrative staff in 2020.
- **Charting the Life Course:** Our leadership team will evaluate the use of Life Course Tools and systems to be implemented as part of our strategic plan moving forward. Staff training has been provided and we are in the planning process.

X. EXECUTIVE SESSION

Mr. David Danhoff 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. The motion was seconded by Mrs. Stacie Schmid. Roll call vote followed:

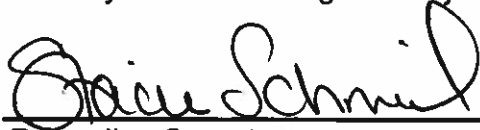
Mr. David Danhoff	AYE
Mrs. Stacie Schmid	AYE
Mr. David Stuck	AYE
Ms. Melissa Tomaro	AYE

At 5:42 p.m. the Board entered into Executive Session.

At 6:07 p.m. the Board exited from Executive Session

XI. ADJOURNMENT

Ms. Melissa Tomaro. made a motion to adjourn the Board meeting at 6:08 p.m. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed and the January Board meeting was adjourned.



Recording Secretary

2-20-20

Date