



*"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

JUNE 18, 2020

PRESENT

Board Members: 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, Diane Corso, Erin McDougall and Adrienne Keys.

I. CALL TO ORDER AND ROLL CALL

The June 18, 2020 Board Meeting was called to order at 6:04 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. Howard Collins was absent excused. All other Board Members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

There was no public comment.

IV. APPROVAL OF MAY 21, 2020 MEETING MINUTES

Mr. Mark Harrington made a motion to approve the May 21, 2020, Board Meeting minutes as submitted. Mr. John Hoty 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 May report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- Three pay-periods in May reflect in bills paid.
- Transferred funds to Tech Home line.

- Discussed potential FMAP (Federal Medical Assistance Percentage) increases and decreases. More information expected in the coming months.

2. Fiscal Report

The Fiscal Report for Month End May 31, 2020 was provided for review and approval (handout). Ms. Melissa Tomaro made a motion to approve the May Fiscal Report as submitted. Mr. John Hoty 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 3/3/20-5/20/20, \$18,312.43 has been spent on COVID-19 related supplies and expenses. These expenses will be sent to Erie County for including in the countywide submission to FEMA for potential reimbursement.

4. Then and Now Resolution- Payment to Design Engineers & Consulting Associates, Inc.

Resolution #06-08-2020

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. The resolution authorizes payment to **DESIGN ENGINEERS & CONSULTING ASSOCIATES, INC. (inv #012122)** for services in the amount of **\$16,625.00 (Sixteen Thousand, Six Hundred Twenty-five Dollars and 00/100 Cents)**.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO DESIGN ENGINEERS & CONSULTING ASSOCIATES, INC.

The Erie County Board of DD met this **18th DAY OF JUNE 2020**. Mr. Mark Harrington introduced the following resolution and moved its adoption:

WHEREAS, DESIGN ENGINEERS & CONSULTING ASSOCIATES, INC requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

THAT DESIGN ENGINEERS & CONSULTING ASSOCIATES, INC is herewith approved for payment in the amount of \$16,625.00 (Sixteen Thousand, Six Hundred Twenty-five Dollars and 00/100 Cents) provided for the Erie County Board of DD out of appropriation account #20131-6500-540100 Capital Construction Projects.

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

David Stuck	AYE
Stacie Schmid	AYE
David Danhoff	AYE
Mark Harrington	AYE
John Hoty	AYE
Melissa Tomaro	AYE

Adopted: YES

VI. DEPARTMENT REPORT

A. Service and Support Administration (SSA) & Individual and Family Supports (IFS) Department Report

The SSA & IFS Department Report was shared with Board Members (handout). Felicia Zendejas, Director of IFS, reviewed the report with Board Members. There was no discussion.

VII. OLD BUSINESS

A. COVID Phase II Staffing Plan

A report was provided to Board Members indicating the COVID Phase II Staffing Plan that began effective 6/1 (handout). Staff with the ability to work remotely, continue to do so. We continue to limit the number of staff in our building.

B. Strategic Planning 2020

Carrie Beier provided a Strategic Planning 2020 Data/Accomplishments-Considerations summary report (handout) for Board Members to review prior to meeting with Mel Marsh of Acorn Consulting via phone on June 29 and 30, 2020.

VIII. NEW BUSINESS

A. Home Visiting Services Contract Extension with Ohio Department of Health

Mrs. Stacie Schmid made a motion to continue the provision of the Ohio Department of Health (ODH) Home Visiting Services for State Fiscal Year 2020 (July 1, 2020-June 30, 2021) and enter into contract extension with the Ohio Department of Health (ODH) to provide Home Visiting Services. Mr. John Hoty seconded the motion. With all members in favor, the motion passed.

B. Early Intervention Service Coordination Services Contract with Erie County Family and Children's First Council

Mr. Mark Harrington made a motion to continue the provision of the Ohio Department of Developmental Disabilities (DODD) Early Intervention (EI) Service Coordination Services, for State Fiscal Year 2020 (July 1, 2020-June 30, 2021) and enter into contract with the Ohio Department of Developmental Disabilities (DODD) to provide Early Intervention (EI) Service Coordination Services. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

C. DODD Budget Expectations

Carrie Beier reported the following, in regards to DODD budget expectations:

- FMAP- the federal government is enhancing the FMAP due to the COVID pandemic. This enhancement will reduce the Boards' portion of Medicaid waiver dollars paid and details are being finalized.
- Day Programs- as services are starting back up, the acuity assessment range will be billed at the higher rate for all individuals due to smaller group settings, as a result of DODD-COVID guidance. DODD has developed a new service called the Step Service. Some billing is expected to increase, while others will decrease. More information is expected in the coming months as DODD tracks billing changes from March 2020 through year end 2020.
- Erie County Auditor- Carrie and Rachel plan to meet with the Auditor to discuss the potential DODD budget impacts.
- HPC (Homemaker/Personal Care) provider- The HPC provider rate increase will be shifting to local county boards beginning in 2021.

D. MUI Stakeholder Report

Carrie Beier informed Board Members that at the July Board Meeting we will review the 2019 Major Unusual Incident/ Unusual Incident (MUI/UI) Stakeholder Report, which includes 2019 MUI trends and patterns.

E. Clark Scholarship Foundation at BGSU

Carrie has been speaking with a representative at Firelands BGSU from the Clark Scholarship Program. The Clark Scholarship Program is a newer program offered at Firelands BGSU for students with developmental disabilities. Last year the program had 6 participants and this year 10 participants are expected. Carrie recommended to Board Members that the Board make an annual donation, with donated funds, to the Clark Scholarship Program at BGSU and earmark these funds for students residing in Erie County. All Board Members agreed with this idea and more information will be provided at a future meeting.

IX. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent conference calls (daily), Ohio Association for Services for Children & Families Early Intervention committee meeting, Kiwanis, Clearwater COG Board meeting, Erie County Economic Development Business Zoom check-in, Ohio Providers Resource Association, June Superintendent Executive Committee Meeting and OACB Board of Trustees meeting.
- **Media/Public Relations:**
 - Sandusky Register newspaper articles: None
 - Community Connections Calendar- June 2020- None, all events cancelled due to COVID-19 crisis.
- **Personnel:** We have two open SSA positions to be filled. Emma Whidden, SSA, recently resigned to create the second vacancy. The Management Team has started the interview process to fill both open positions.

Services and Supports COVID-19 Updates

Non-Medical Transportation (NMT):

- OACB opposed a DODD NMT guidance proposal submitted to the Ohio Department of Health (ODH) for approval. The opposition was based on a

provision stating people could be spaced 3-6 feet apart in an NMT vehicle. There should not be different standards for people with DD. The current social distancing standard is 6 feet. DODD is not moving forward with the proposal. DODD also rescinded two previous NMT guidance documents in anticipation of statewide guidance rules from the ODH for all health and human services agencies.

- In the interim, DODD suggests following guidance from Centers for Disease Control and Prevention (CDC).

Adult Day Services (ADS):

- A new temporary proposal to support ADS providers during COVID-19 surfaced on June 5. OACB has significant concerns about the impact on county boards and SSA's if acuity levels are changed from A or B to C to temporarily maximize reimbursement for providers. The proposal may be workable, but needs substantial revisions to ensure it is time-limited and won't create an administrative burden for SSA's.

Visitation:

- Governor DeWine announced outdoor visitation at Intermediate Care Facilities (ICFs), and assisted living facilities began on June 8. Visits must be scheduled in advance and adherence to safety guidelines must be followed. OACB anticipates this guidance will serve as a template for Developmental Centers and waiver homes.

State Budget:

- Due to the pandemic, the biennial state budget is considerably out of balance. DODD was able to cut its budget without impacting services for the current fiscal year ending June 30, 2020.
- The budget is off by nearly \$3 million for the fiscal year starting July 1, 2020. The Enhanced Federal Medicaid Assistance Percentages (EFMAP), will help county boards mitigate the impact of state budget cuts. In July, Early Intervention (EI) programs will see a reduction in outreach funds, but not in funding to provide service coordination.

Review of rules modified due to COVID-19:

- A significant number of rules and regulations impacting the DD system have been suspended or changed due to COVID-19. OACB is eager to work with county boards to review each change to determine which rules either should return to the original intent, be modified or sunset.

DODD Updates:

- Director Davis shared he appreciates county boards for supporting Direct Service Providers (DSP) in the state budget and during COVID-19.
- Director Davis shared he has a goal to make the DD system less bureaucratic and less complicated for families to navigate.
- Director Davis shared he is pleased with improvements at the state Dept. of DD to support more user-friendly Information Technology application and processes.
- Director Davis shared that the DeWine administration intends to issue guidance for transportation for all those in the human services sector.
- Budget cuts at the State level will possibly impact the Family Directed Resources (FDR) funds for county boards. ECBDD already funds FDR with local dollars and uses our state allotment for waiver match. Families will not see any loss of Family Director Resources support in Erie County.

Next Level Leadership Training:

The Next Level Leadership training sessions with Corporate Compass/Kitty Brandal are scheduled to resume on July 23rd for the Director Team.

ECBDD Local COVID-19 Related Activities Summary:

- County Board purchased and distributed sanitizing products, gloves, toilet paper and other misc. items to providers who expressed a need.
- Clearwater COG set up a purchasing and distribution system for PPE and sanitizing products for all providers to access PPE as needed. ECBDD had daily calls with the COG to help coordinate supplies for providers and assess inventory. Typically, all supplies are delivered within 24 hours.
- In March, the ECBDD began a partnership with OHgo to identify families and individuals in need of food on a weekly basis. The ECBDD coordinated and delivered weekly food boxes to 25 to 30 families and individuals in need.
- In March, ECBDD developed a list of 33 board staff and community volunteers to help providers with emergency staffing or supports should there be a COVID surge causing a staffing crisis or a need for extra help with families, etc.
- SSA's implemented contacts with individuals on their caseloads at least one time every two weeks and more frequent check-ins for those in need or those who requested more frequent contacts (ie: one time per week or more). Families have expressed many appreciations in having SSA's check in on them and having regular contact.
- The IFS Department delivered over 200 appreciation bags to DSP front-line providers.
- The IFS Department delivered activity bags for people who live in 24-hour residential settings.
- The IFS Director and IFS Supports Manager initiated contacts with providers to offer county board support or help and identify, and discuss challenges and solutions/options. These providers contacts occurred weekly and bi-weekly depending on provider preference or more if needed. We also offered video conferencing with providers, but providers have not wanted this option at this time.
- Beginning in March, the Superintendent connected periodically with providers by emailing resources, supports and county board contact information and Superintendent contact information to all providers, so they can easily reach out with any questions, needs, ideas or concerns (approximately one email, every two weeks).
- ECBDD participated in the Clearwater COG Provider Zoom meeting to share information and discuss needs and challenges.
- In April, May, and June the Board accessed additional funding from ODH to purchase and distribute diapers, wipes, and/ or phonecards/data cards to all Home Visiting families.
- The Children's Options Department supported family's birth to three, experiencing crisis, by accessing and delivering gas cards, thermometers, diapers, wipes, baby gates, formula and food.

- Mini tripods were purchased for individuals and families to better support virtual/video contact/communications with individuals and families.
- In May, we began virtual activities and opportunities through community connections department.
- Provided intermittent communication and “reach out” activities to individuals for social connections.
- In June, virtual advocacy meetings and opportunities began.
- In June, Early Intervention hosted a virtual group opportunity for families. Plans are in place to continue this engagement effort with families.

X. EXECUTIVE SESSION

There was no Executive Session.

XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 6:34 p.m. Ms. Melissa Tomaro seconded the motion. With all members in favor the motion passed, and the June Board meeting was adjourned.

XII. BOARD MEMBER TRAINING

Board Member Training was held following the meeting on the topics of *Clearwater COG Services & Supports and MUI/UI Training*. The training began at approximately 6:35 p.m. and ended at 8:35 p.m.


Recording Secretary

7-16-20
Date