



*"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
MARCH 18, 2021**

PRESENT

Board Members: David Danhoff, Mark Harrington, John Hoty, Eric Kibler, Melissa Tomaro and Stacie Schmid.

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

VISITORS SIGNED IN

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

I. CALL TO ORDER AND ROLL CALL

The March 18, 2021 Board Meeting was called to order at 5:03 p.m. by Board President, Ms. Melissa Tomaro. Roll Call was taken. All members were present.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

The Self-Advocate group provided an update to Board Members through a video report. Michelle Kelley introduced the Self-Advocate video report, and it was viewed by Board Members.

IV. APPROVAL OF FEBRUARY 18, 2021 MEETING MINUTES

Mr. Mark Harrington made a motion to approve the February 18, 2021 Board Meeting minutes as submitted. Mr. Eric Kibler 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 meet this month. Rachel Malone reported that the February report was sent to the Finance Committee for review. Rachel shared the following highlights:

- Levy funds have been received and will be reflected next month in the March report.

- We recently received our annual grant from the Stein Foundation in the amount of \$12,500.
- Expenses noted include: land and cell phone lines were higher than anticipated, due to many staff continuing to work remotely; the psych counseling line was used to pay for services for an individual that was not covered by insurance, as expected; a one-time payment for Community Connections online app, We Thrive, was paid in the amount of \$5,000; several annual COG contract payments were made.
- The following transfers were budgeted for and moved: \$500,000 to the Capital Fund, \$500,000 to the Waiver/ Residential Fund and \$500,000 to the Reserve Fund.
- The 2021 draft Budget was approved by the Erie County Commissioners on 3/10/21.
- The following Resolutions were introduced:
Authorizing Payment to Datsmarts, LLC
Resolution #: 03-06-2021

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 2020 (THEN) and has sufficient money in the expense line item in 2021 (NOW) to pay this invoice.

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO DATSMARTS, LLC.

The Erie County Board of DD met this **18th DAY OF MARCH 2021**, Mrs. Stacie Schmid introduced the following resolution and moved its adoption:

WHEREAS DATSMARTS, LLC. (reimbursement of July 2020 through December 2020 services (3 separate invoices) requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

THAT DATSMARTS, LLC is herewith approved for payment in the amount of \$4,437.50 (Four thousand, four hundred, thirty-seven dollars and 50/100 Cents) provided for the Erie County Board of DD out of appropriation account #20110-6518-532000 Family Services and Individual Supports Professional 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. Eric Kibler 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
John Hoty	AYE
Eric Kibler	AYE
Stacie Schmid	AYE
Melissa Tomaro	AYE

Adopted: YES

**Authorizing Payment to Titan Mechanical, Inc.
Resolution #: 03-07-2021**

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 had sufficient money in the budget at year end **2020** (THEN) and also has sufficient money in the expense line item in **2021** (NOW) to pay this invoice. The resolution authorizes payment to **TITAN MECHANICAL, INC.** (for HVAC replacement services in 2020) in the amount of **\$7,627.62 (Seven Thousand, Six Hundred, Twenty-Seven Dollars and 62/100 Cents).**

RESOLUTION OF THE ERIE COUNTY BOARD OF DD FOR THE PURPOSE OF AUTHORIZING PAYMENT TO TITAN MECHANICAL, INC.

The Erie County Board of DD met this **18th DAY OF MARCH 2021**
Ms. Melissa Tomaro introduced the following resolution and moved its adoption:

WHEREAS, TITAN MECHANICAL, INC., requires payment for goods and/or services provided; NOW, THEREFORE BE IT RESOLVED BY THE ERIE COUNTY BOARD OF DD:

THAT TITAN MECHANICAL, INC. is herewith approved for payment in the amount of \$7,627.62 (Seven Thousand, Six Hundred, Twenty-Seven Dollars and 62/100 Cents) provided for the Erie County Board of DD out of appropriation account **#20131-6500-540100 Capital Construction Projects 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
John Hoty	AYE
Eric Kibler	AYE
Stacie Schmid	AYE
Melissa Tomaro	AYE

Adopted: YES

2. Fiscal Report

The Fiscal Report for Month End February 28, 2021 was provided for review and approval (handout). Mr. Eric Kibler made a motion to approve the February Fiscal Report as submitted. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

3. Policy Committee Report

The Policy Committee reviewed one policy in March. This policy is:

- Major Unusual Incident (MUI) Policy

The Major Unusual Incident (MUI) Policy was reviewed and revised. The Policy Committee recommended Board approval of this policy. Mrs. Stacie Schmid made a motion to approve the Major Unusual Incident (MUI) Policy as revised. Mr. Mark Harrington seconded the motion. With all members in favor, the motion passed.

VI. DEPARTMENT REPORT

A. Information Technology, Records and Security Report

The Information Technology, Records and Security Report was distributed (handout). Eric Wightman, Systems Manager, reviewed the information.

VII. OLD BUSINESS

A. Board Member Vacancy Update

Carrie Beier reported that the Erie County Commissioners have appointed Ms. Tracey Susana to fill the vacant Board Member position. The Oath of Office will be administered to Ms. Susana at the April Board Meeting.

B. 2021 Board Member Training Update

Carrie Beier reported that we are working on the 2021 Board Member Training schedule and a draft will be provided at the April Board Meeting. MUI Training will be held on April 15, 2021, following the Board meeting.

VIII. NEW BUSINESS

A. Acuity B and C Rates

Mr. Mark Harrington made a motion to authorize the Superintendent to approve all additional funding requests related to the statewide COVID pandemic Acuity B and

C rate changes. This agreement shall be effective from March 18, 2021 to December 31, 2021. This motion would authorize the Superintendent to execute the additional funding requests, related to the statewide COVID pandemic billing rate changes. Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

IX. SUPERINTENDENT REPORT

- Carrie attended the following virtual/remote meetings, trainings, and activities: Region 1 Superintendent conference calls (bi-weekly), Clearwater COG Board meeting, Governor DeWine press conference calls, Superintendent Executive Committee meetings, OPRA member Friday Five call and Kiwanis.
- **Media/Public Relations:**
 - Sandusky Register newspaper article:
 - *Night to Shine returns later this month*- March 17, 2021 (handout)
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Personnel:**
 - Department Directors have developed plans for slowly phasing in staff to a mix of office and remote work. In our building, we are maintaining social distancing, wearing masks, and frequently sanitizing. Carrie has not yet identified a hard date on moving out of our Emergency Remote Work policy to our future Work from Home policy.
 - We are finishing interviews for two SSA positions and hope to make employment offers to fill those soon.
 - The quarterly all staff *Coffee with Carrie* was held on March 9, 2021 and Carrie shared Strategic Plan information and priorities, COVID protocols, 2020 data and current DODD initiatives.
- **Facility:** Most office space renovations have been completed and new Resource Spaces have been developed for staff to use as needed. We have approximately 12 different meeting/private spaces for staff to use.
- **Adult Day Services (ADS) & Residential Services:** Felicia and Carrie have conducted Zoom meetings with Adult Day and Residential providers. As vaccines are rolling into our community, some individuals are choosing to return to group services.
- **State Budget:** Budget hearings are being held with testimony from our Association, OPRA, DODD supporting a 5% wage increase each year for the next two years for Direct Service Providers. OPRA has asked that the State fund this effort. Local County Boards are monitoring, should the local county boards be asked to contribute to this ask.
- **COVID update:** We continue to follow Governor DeWine's vaccine updates and Advisory dashboard for COVID data in our state and county. We are sharing information and answering questions from families and staff.
- **OACB updates:**
 - OACB is planning a virtual Spring Conference. Details will be shared as available.
 - The state budget is being monitored for any adverse funding changes that would affect county boards.

- **American Rescue Plan:** In addition to enhancing and extending well publicized signature programs like the Paycheck Protection Program, individual \$1,400 rebates for people making less than \$75,000 annually, and an extension of the existing \$300 per person per week in federal unemployment assistance, the funding plan also contains several provisions worth noting by county boards of DD. These provisions include:
 - **An additional 10% increase to the Federal Medicaid Assistance Percentage (FMAP) for home- and community-based services** expansion or improvements. This increase is *not* permitted to supplant current spending and only applies to program enhancements—unlike the ongoing 6.2% increase provided in last year's COVID relief bills.
 - **Funding for the Elementary and Secondary School Emergency Relief Fund**, which, though still allocated to school districts, will include specific funding for assistive technology and adaptive equipment purchases.
 - **Funding for early intervention and home visiting** services under the Individuals with Disabilities Education Act (IDEA).
 - **\$350 billion in aid to support local governments**, including counties. More than \$2 billion will be directed to county governments in Ohio. Forthcoming guidance from the federal government on the allowable uses of these funds will clarify whether any of this aid will be accessible for county boards of DD.

X. EXECUTIVE SESSION

There was no Executive Session.

XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 5:33 p.m.. Mrs. Stacie Schmid seconded the motion. With all members in favor the motion passed, and the March Board meeting was adjourned.



Recording Secretary

4-14-21

Date