



*"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
NOVEMBER 18, 2021**

PRESENT

Board Members: Dave Danhoff, Eric Kibler, Katelyn Miller, Stacey Schmid, and Tracey Susana.

ECBDD Staff: Carrie Beier and Michelle Kelley.

VISITORS SIGNED IN

Alyssa Perkins, Pat Gates, Corey Wade, Felicia Zendejas, Megan Etzel, Erin McDougall and Diane Corso.

I. CALL TO ORDER

The November 18, 2021, Board Meeting was called to order at 6:00 p.m. by Board President, Mr. Dave Danhoff.

II. ROLL CALL

Roll Call was taken. Mr. Mark Harrington and Mr. John Hoty were absent excused. All other Board Members were present.

III. PLEDGE OF ALLEGIANCE

VI. PUBLIC COMMENT

Erin McDougall, IFS Manager, introduced Alyssa Perkins, a recently hired SSA. Alyssa shared some information about herself and was welcomed to the team by Board Members.

Corey Wade, Self- Advocate, and Pat Gates, Self-Advocacy and Community Integration Specialist spoke to Board Members about the merging of the Self-Advocates and Community Connection groups. The new group will be called Erie CORE- Choice, Opportunities, Responsibilities and Engagement.

V. APPROVAL OF OCTOBER 28, 2021, MEETING MINUTES

Mr. Eric Kibler made a motion to approve the October 28, 2021, Board Meeting minutes as submitted. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

VI. BOARD ACTION ITEMS

A. Ethics Committee: The Ethics Committee did meet.

1. Approval of Provider Contract

Resolution #: 11-10-2021

The following Providers have been selected by an individual and their family to provide services through an Individual Budget. The Providers listed below have a signed 2022 contract. The contracts listed below will result in payment by the Board to an immediate family member of an individual eligible for county board services or immediate family member of a county board employee. This resolution authorizes the Superintendent to sign the service contracts on behalf of the Board. Services may be provided to this and any other individual that they may select them to provide services.

Mrs. Stacie Schmid made a motion to authorize the Superintendent to approve the following contracts:

- a. Cassel Care, LLC
- b. Makayla's Buddies

Mr. Eric Kibler seconded the motion. With all members in favor, the motion passed.

B. Finance Committee:

1. Finance Committee Report

The Finance Committee met this month. Carrie Beier reported that the October report was sent to the Finance Committee for review. Carrie shared the following highlights:

- Revenue and expenses are on target for year-to-date.
- There are three pay-periods in October.
- Overages in insurance are due to annual staff election status changes.
- Family Directed Resources (FDR) increased from 126 in 1st Q to 227 in 3rd Q.
- Review of health insurance occurred.
- Cash projections were discussed.
- Discussion held regarding 4% increase for wavier services beginning January of 2022.

2. Fiscal Report

The Fiscal Report for Month October 31, 2021, was provided for review and approval (handout). Mr. Eric Kibler made a motion to approve the October Fiscal Reports as submitted. Mrs. Tracey Susana seconded the motion. With all members in favor, the motion passed.

3. 2022 Draft Budget

The 2022 Draft Budget was distributed for review (handout). Carrie Beier reviewed the draft budget. A vote will be sought at the December Board meeting for approval of the 2022 Draft Budget.

4. Cash Flow Projections Through 2030

The Cash Flow Projections Report Through 2030 was distributed for review (handout). Carrie reviewed the report.

5. Voluntary Decision to not collect 25% of its current 3.0 mill levy for calendar year 2022

Resolution #; 11-08-2021

Whereas, the Erie County Board of Developmental Disabilities anticipates closing the calendar year 2021 with an \$6.0 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 25% of its current 3.0 mill levy for calendar year 2022.**

The Erie County Board of DD met this **18th day of November 2021**. Mr. Eric Kibler introduced the resolution and moved its adoption. Mrs. Tracey Susana 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
Eric Kibler	AYE
Katelyn Miller	AYE
Stacie Schmid	AYE
Tracey Susana	AYE

Resolution Adopted: YES

C. Policy Committee Report

Mrs. Stacie Schmid reported the Policy Committee reviewed two policies in November. These policies were the:

- Independent Provider Overtime Policy
- Individual Supports Policy

The Independent Provider Overtime Policy and the Individual Supports Policy were reviewed and revised.

Mrs. Tracey Susana made a motion to approve the above listed policies as revised. Mrs. Katelyn Miller seconded the motion. With all members in favor, the motion passed.

VII. DEPARTMENT REPORTS

A. Children's Options

The Children's Options Report was distributed (handout). The report was prepared by Jen Kinney, Director of Children's Options and Becki Walter, Manager of Children's Options, and reviewed on their behalf by Carrie Beier.

B. Strategic Plan 3rd Quarter Report

The Strategic Plan 3rd Quarter report was distributed (handout). Carrie Beier reviewed highlights from the report.

VIII. OLD BUSINESS

There was no Old Business.

IX. NEW BUSINESS

A. ECBDD Drive Thru Santa Event

Carrie Beier reported that the ECBDD will host a Drive Thru Santa Event on Saturday, December 4, 2021, from 10am-12pm. The community is invited to this fun and festive event. An event flyer was provided (handout).

B. Agency Emergency Plan

Carrie Beier provided Board Members with an updated Agency Emergency Plan (handout). This document contains important names and contact information in the event of an emergency. It is updated annually.

X. SUPERINTENDENT REPORT

- Carrie Beier attended the following virtual/remote meetings, trainings and activities: Region 1, OPRA member Friday Five calls, Kiwanis virtual local mtg., FCFC Executive Board mtg., FCFC, ECHO TA session, Clearwater COG Provider Zoom mtg., OACB OACSF Regional Representative Meeting, Erie County Health Dept. Crisis Community meeting, Clearwater Council of Governments Board (COG) meeting and Multi-System Youth Care Coordination.
- **Media/Public Relations:**
 - Sandusky Register article: None
 - Community Connections Calendar- visit the ECBDD website at www.eriecbdd.org/events for our full calendar of events.
- **Personnel:** We have posted for a Home Visiting position and a Communication Outreach Specialist. We are in the process of interviewing for two SSA positions.
- **Facility:** We are exploring options to improve our signage for our building entrances and parking areas. We are planning to replace our restroom floors in the near future and will also be replacing our salt box to prepare for winter.
- **Adult Day Services (ADS) & Residential Services:** The eight Superintendents of the COG have hired a Recruitment Specialist to work with providers in recruiting needed staff. Carrie Beier and Felicia Zendejas are continuing to connect with Residential and Adult Day providers, through monthly Zoom meetings. We are also connecting with providers in sharing information and developing interventions or supports, as requested. The work force shortage continues to be a challenge for providers, as well as county boards, and our other community partners.
- **Staff Wellness & Self Care:** We have established a Calming Room space to give employees an opportunity for private space to destress, when needed. It was a collaboration between management and staff, to promote self-care. Andy

Swaigood (Customer Care Coordinator) is offering all staff mindfulness (guided meditation) opportunities to promote selfcare and wellness (attachment).

- **Ohio ISP:** Each county in Ohio will be transitioning to the Ohio Individual Service Plan (OISP). This new template will ensure each person served by a county board will have a plan completed by a Service and Support Administrator (SSA), using the same format. The Ohio Dept. of DD is in the process of developing the application that will support the OISP template. The PDF/paper version is available for review. If you are interested in more information about the Ohio ISP, you can reach out to Felicia Zendejas, IFS Director.
- **Lobbying Initiatives:** Please see the attached documents regarding OACB and County Board lobbying initiatives (attachment).

XI. EXECUTIVE SESSION

Mrs. Tracey Susana 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. Mrs. Katelyn Miller seconded the motion. Roll call vote followed:

David Danhoff	AYE
Eric Kibler	AYE
Katelyn Miller	AYE
Stacie Schmid	AYE
Tracey Susana	AYE

At 6:47 p.m. the Board entered Executive Session.

At 7:33 p.m. the Board exited Executive Session.

One-time Bonus to be Paid

Resolution #: 11-09-2021

Whereas, to recognize the hard work being done by employees during the pandemic, the Erie County Board of Developmental Disabilities is approving paying employees, who are in active work status as of November 27th, 2021, a one-time bonus to be paid with payroll. The Board is approving a maximum amount of a supplemental appropriation for these one-time bonuses, not to exceed the total amount of \$140,000.00.

The Erie County Board of DD met this **18th day of November 2021**. Mrs. Tracey Susana introduced the resolution and moved its adoption. 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
Eric Kibler	AYE
Katelyn Miller	AYE
Stacie Schmid	AYE
Tracey Susana	AYE

Resolution Adopted: YES

XII. ADJOURNMENT

Mr. Eric Kibler made a motion to adjourn the Board meeting at 7:35 p.m. Mrs. Tracey Susana seconded the motion. With all members in favor the motion passed, and the November Board meeting was adjourned.


Recording Secretary

1-21-22
Date