



*"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  
OCTOBER 15, 2020**

**PRESENT**

Board Members: Howard Collins, David Danhoff, 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, Jennifer Kinney, Rebecca Walter, Erin McDougall and Adrienne Keys.

**I. CALL TO ORDER AND ROLL CALL**

The October 15, 2020 Board Meeting was called to order at 6:01 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. John Hoty was absent. All other Board Members were present.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT**

The Self-Advocate group provided an update to Board Members through a video report. Felicia Zendejas introduced the Self-Advocate video report and it was viewed by Board Members. All appreciated the continued updates.

The ECBDD Community Connections Department recently created a video with OHgo, highlighting our partnership with them. This video was viewed by Board Members.

**IV. APPROVAL OF SEPTEMBER 17, 2020 MEETING MINUTES**

Mr. Mark Harrington made a motion to approve the September 17, 2020, Board Meeting minutes as submitted. Ms. Melissa Tomaro 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 September report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- Cellular and landline expenditures are up, due to remote work. Money has been reallocated to cover these additional expenses.
- The IT Service line is up, due to a new service contract with Great Lakes. The current contract with ACC will end on 1/1/21. Money has been reallocated to cover this additional expense.
- Additional charges for the capital contingency HVAC Project were noted.
- Bills paid included: Continued placement of an individual at a developmental center; and Gatekeeper licenses.
- The HVAC construction project was discussed. The project is going well. A change order on the project is being drafted to renovate the former Head Start classroom into office spaces. Additional funds for renovations will be reviewed at the next Board Meeting.
- SSA Negotiations have been finalized and a contract has been drafted.
- Health Insurance Open Enrollment meetings took place with staff this week. The HSA employer contribution was increased by \$500. The employee contribution remains at 15%; 85% for employer.

**2. Fiscal Report**

The Fiscal Report for Month End September 30, 2020 was provided for review and approval (handout). Mr. Howard Collins made a motion to approve the September Fiscal Report as submitted. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

**3. COVID-19 Expenditures Report**

COVID-19 expenditures are being tracked separately and an updated report was provided outlining these expenses (handout). From 3/3/20-9/22/20, \$59,836.02 has been spent on COVID-19 related supplies and expenses. These expenses are being sent to the Erie County Finance Office for including in the countywide submission to FEMA for potential reimbursement.

**4. Policy Committee Report**

Mrs. Stacie Schmid reported the Policy Committee reviewed three policies in September. These policies were:

- Eligibility & Enrollment Policy
- Home and Community Based Waiver Services Waiting List Policy
- Individual Supports Waiting List Policy

All three policies contained revisions and the Policy Committee recommended Board approval of these policies. Mr. Howard Collins made a motion to approve these policies as presented. The motion was seconded by Ms. Melissa Tomaro. With all members in favor, the motion passed.

**VI. DEPARTMENT REPORTS**

**A. Waiting List Report**

The Waiting List Report was shared with Board Members (handout). Erin McDougall, Manager of Individual & Family Services, referenced the report and shared highlights.

**B. Dashboard/ Strategic Plan Report- 3<sup>rd</sup> Quarter**

The 2020 3<sup>rd</sup> Quarter Dashboard and Strategic Plan 3<sup>rd</sup> Quarter Report was shared by Carrie Beier (handout). Carrie highlighted the following: virtual sessions have been very successful; we have several individuals enrolled in the Clark Scholarship Program; the COG helped an individual obtain Social Security benefits; the new Employment Specialist position has increased individuals employed in the community; and lastly, Provider support remains consistent even during the pandemic.

## **VII. OLD BUSINESS**

### **A. COVID Staffing Update**

Carrie Beier reported that staff in the building remains very minimal due to staff working remotely during COVID, followed by the HVAC Project which is currently underway and has displaced many of our staff.

### **B. HVAC/Facility Update**

See Finance Committee Report.

### **C. Update on Strategic Plan 2021-2023**

See Superintendent Report.

## **VIII. NEW BUSINESS**

### **A. Association SSA Contract Approval**

Mr. Mark Harrington made a motion to approve the contract between the Erie County Board of Developmental Disabilities and the ECBDD Employees Association Firelands Local Option, Service and Support Administrators. This contract is effective 11/1/2020 through 10/31/2023. This motion would authorize the Superintendent to execute the contract. Mrs. Stacie Schmid seconded the motion. With all members in favor, the motion passed.

### **B. ECBDD Drive Thru Santa Event**

The ECBDD will host a Drive Thru Santa event on Saturday, December 5, 2020 from 10am-12pm. The flyer was shared (attachment). This year, the Drive Thru Santa event will replace our annual Santa's Workshop event due to the COVID pandemic and continued limits on large gatherings.

## **IX. SUPERINTENDENT REPORT**

- Carrie attended the following virtual/remote meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent conference calls (weekly), Kiwanis, Clearwater COG Board meeting, Governor DeWine press conference calls, Superintendent Executive Committee meeting, OPRA member call Friday Five, FCFC Quarterly Council meeting, OACB Early Intervention Regional Meeting, Change Agent Workgroup meeting, ECBDD Health Care meeting, Ohio Children's Alliance conference sessions and OACB Trustee meeting.
- **Media/Public Relations:**
  - Sandusky Register newspaper article: None
  - Community Connections Calendar- October 2020 (handout).
- **Personnel:**
  - We are completing SSA interviews and reference checks and hope to fill two vacant SSA positions soon.
  - Due to the HVAC construction, most staff are working remotely.

- We are planning our all staff Fall In-service on November 17<sup>th</sup> from 9am-12pm virtually by Zoom.
- We have worked with our insurance broker McGohan Brabender to develop our medical, dental and vision benefit options for our 2020-2021 plan year. We again will offer 2 HSA options for employees to choose from to best meet their needs.
- **Adult Day Services (ADS):** No change. ADS Providers are billing at the highest acuity rate to cover the increased costs of providing their services in smaller group settings due to COVID restrictions. This higher billing rate will continue through December 31, 2020. We are unsure if this practice will continue into 2021. At this time, our county board is able to cover the increased billing rate because of services that were not billed for from March through June, when Day Services and Non-Medical Transportation were not being billed.
- **State Budget:** No update. Director Davis did not have any state budget updates for Superintendents at our September SEC meeting. We will continue to plan for a reduction in FDR state funding and a reduction in training and grant opportunities for the next Biennium State Budget 2021-2022. We will continue to monitor any long-term changes to Medicaid waiver services and costs.
- **OACB Annual Conference:** The OACB team is pleased to announce that registration is open in Member Connect for all sessions of the upcoming OACB 37th Annual Convention, which will take place virtually via the Zoom platform on the following dates: **Nov. 17-19, Dec. 1-3, and Dec. 8-10.** Virtual sessions will begin at 10 a.m., 11 a.m., noon, and 1 p.m. on the listed dates.  
**This flexible, virtual model makes the entire event open to all attendees,** who are welcome to mix and match from various tracks and attend as many of the event's 36 sessions as they like. No sessions overlap, which means no scheduling conflicts!  
**Each session of the Virtual Convention will have its own registration** in Member Connect. All sessions are priced as marked in Member Connect and the Convention program (linked below). Full session details and registration links can be found in the Convention program. Below you will find a link to the Convention Program so you can review the sessions available to see if you would be interested in attending any sessions. **Please contact Michelle Kelly should you wish to register for any sessions.**  
[www.oacbdd.org/clientuploads/Docs/2020/Events/AnnualConvention/2020\\_Convention\\_Program\\_Final.pdf](http://www.oacbdd.org/clientuploads/Docs/2020/Events/AnnualConvention/2020_Convention_Program_Final.pdf)
- **ECBDD Remote/Office Staffing:**
  - Due to HVAC construction, many staff are continuing to work remotely. Rachel Malone and Kevin Ferback are meeting with construction staff and project coordinators formally two times per week and daily to coordinate work being done in office spaces, etc.
  - We continue to receive local weekly Emergency Management Agency (EMA) Situation (SIT) reports from Tim Jonavich at the county office of Emergency Management. We will be continuing all our office COVID precautions through the fall and winter/COVID and FLU season.
  - **Agency Emergency Plan:** Carrie drafted a document for the Board to use as a reference, should a crisis or emergency arise. This plan contains emergency contact information and identifies certain management team

members to serve as crisis managers. A draft was provided (handout) and Carrie requested any feedback before the November Board Meeting. A final document will be shared at the next Board meeting.

- **SSA Negotiations Highlights:** Leadership completed SSA negotiations in 4 days. The starting SSA salary range was increased from \$38,521.60 annually to \$40,019.20 annually. Productivity is now calculated monthly instead of quarterly with 4 levels of productivity bonus available to all SSA's. SSA's may now request a mid-year meeting with their Supervisor to discuss their work performance.
- **Strategic Plan 2021-2023:** We are continuing to define our department objectives and initiatives for our Strategic Plan 2021-2023. We intend to have the final draft complete for review and approval at the next Board Meeting. Mel Marsh from Acorn Consulting will be joining us to present the information. A draft format was provided and we will be using this template to share our strategic plan information with the public (attached). We are also developing other tools to track our initiatives and data.

### X. EXECUTIVE SESSION

Mr. Mark Harrington 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:

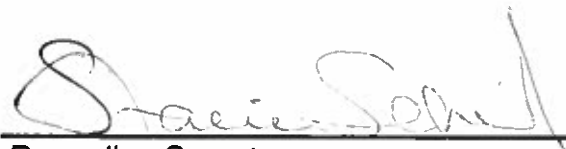
|                 |     |
|-----------------|-----|
| Howard Collins  | AYE |
| David Danhoff   | AYE |
| Mark Harrington | AYE |
| Stacie Schmid   | AYE |
| David Stuck     | AYE |
| Melissa Tomaro  | AYE |

At 6:49 p.m. the Board entered Executive Session.

At 7:01 p.m. the Board exited Executive Session.

### XI. ADJOURNMENT

Mr. Mark Harrington made a motion to adjourn the Board meeting at 7:02 p.m. Ms. Melissa Tomaro seconded the motion. With all members in favor the motion passed, and the October Board meeting was adjourned.



Recording Secretary



Date