



*"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  
SEPTEMBER 17, 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 and Diane Corso.

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

The September 17, 2020 Board Meeting was called to order at 5:00 p.m. by President, Mr. David Stuck. Roll Call was taken. Mr. John Hoty was absent excused. 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 update.

**IV. APPROVAL OF AUGUST 20, 2020 MEETING MINUTES**

Mr. Mark Harrington made a motion to approve the August 20, 2020, Board Meeting minutes as submitted. Mrs. Stacie Schmid 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 August report was reviewed by the Finance Committee in detail. Rachel shared the following highlights:

- COVID expenditures were reviewed. Cellular data is high due to remote work.

- Bills paid included: taxes and related fees to Auditors office for our levy collection. Continued placement of individuals at developmental centers. Purchase of a new mini-van vehicle. BGSU Clark Scholarship donation.
- The HVAC construction project was discussed. The project is going well, and equipment was received sooner than expected.
- SSA Negotiations- will continue tomorrow, 9/18/20.
- The Auditor's office has requested more detail in the Reserve Fund Resolution approved at the August Board Meeting. Therefore, the following Amendment was proposed.

**Amendment to Resolution # 08-09-2020**

Monies allocated to the Reserve Fund shall not exceed 40% of the previous calendar year's expenditures as outlined in ORC 5705.222.

The Erie County Board of DD met this **17<sup>th</sup> day of September 2020**. Ms. Rachel Malone introduced the amendment to the resolution and moved its adoption. Mr. Dave Danhoff seconded the amendment for the adoption of said resolution; and the roll being called upon its adoption, the vote resulted as follows:

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

Amendment to Resolution Adopted: YES

**2. Fiscal Report**

The Fiscal Report for Month End August 31, 2020 was provided for review and approval (handout). Mr. David Stuck made a motion to approve the August Fiscal Report as submitted. Mr. Howard Collins 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 3/3/20-8/18/20, \$59,142.41 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 two policies in September. These policies were:

- Individual Supports Policy
- Family Directed Resources Policy

Both of these policies contained revisions and the Policy Committee is recommending Board approval of these policies. Mr. Howard Collins made a motion to approve these policies as presented. The motion was seconded by Mrs. Stacie Schmid. With all members in favor, the motion passed.

## **VI. DEPARTMENT REPORTS**

### **A. Remote Supports Department Report**

The Remote Supports Department Report was shared with Board Members (handout). Felicia Zendejas, Director of Individual & Family Services, referenced the report and shared highlights.

## **VII. OLD BUSINESS**

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

Carrie Beier provided Board Members a copy the updated COVID Staffing Plan (handout). Staff with the ability to work remotely, as appropriate, continue to do so. We continue to limit the number of staff in our building due to COVID and the HVAC Project.

### **B. Annual COG Board Member Training**

Carrie Beier reported that the COG is offering a virtual training session for Board Members on the topic of Boardmanship on Thursday, October 29, 2020 from 5:30-7:30pm. Board Members interested in attending, should contact Michelle Kelley to register.

## **VIII. NEW BUSINESS**

### **A. OACB Annual Board Meeting Representative**

The OACB Annual Meeting will be conducted virtually. Ms. Stacie Schmid made a motion to approve that Carrie Beier serve as the Erie County Delegate Representative at the OACB Annual Board Meeting in December of 2020. Mr. David Danhoff seconded the motion. With all members in favor, the motion passed.

### **B. COVID- Acuity C Adult Day Services**

Carrie Beier reported that Adult Day Service providers continue to bill at the highest rate, Acuity C, to cover increased costs for smaller group settings due to COVID restrictions. This is occurring statewide and has been extended through December 31, 2020. Carrie will continue to keep Board Members updated.

## **IX. SUPERINTENDENT REPORT**

- Carrie attended the following virtual/remote meetings, trainings and activities: FCFC Executive Committee Meeting, Region 1 Superintendent conference calls (twice weekly), Kiwanis, Clearwater COG Board meeting, Ohio Provider Resource Association provider calls, Governor DeWine press conference call, Superintendent Executive Committee meeting and Scott Warrick Leadership Training offered by the COG.
- **Media/Public Relations:**
  - Sandusky Register newspaper article: *DD board to roll back levy-* September 10, 2020 (handout).
  - Community Connections Calendar- September 2020 (handout).
- **Personnel:**
  - We have one open SSA position to be filled. We have received 8 applications and are scheduling interviews for this position.
  - The Children's Options Department has multiple staff needing time off (2 COVID related FMLA and 1 on maternity). We will be accessing help from the COG to cover caseloads as needed.

- Due to the HVAC construction project, many staff are working remotely.
- **Adult Day Services (ADS):** 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 past December. 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:** 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.
- **Erie County Board of DD Strategic Planning:** The Management Team met with Mel Marsh via Zoom on September 10<sup>th</sup> to continue working on the development of future strategic plan goals, objectives and initiatives. We are continuing to work on our objectives and initiatives and will send our additional work to Mel at the end of September. We hope to have a final draft to the board by the November Board meeting if all goes as planned.

### **OACB Updates**

- OACB Annual Convention: The 37th Annual Convention will take place virtually this fall and sessions will be offered over a nine-day timeframe. When an agenda becomes available with dates, and session topics are set, we will share this with the Board. If you wish to attend any sessions Michelle Kelley can take care of your registration. There will be no annual awards presented this year. The Annual Delegate Assembly will take place via Zoom this year.
- Early Intervention referrals are down a bit due to COVID. April 2020 (-47%) with August referrals (-15%). DODD has made available outreach tools for county boards to use. This decrease in referrals in Ohio is similar to the decrease in referrals nationwide.

### **ECBDD Remote/Office Staffing**

- Due to HVAC construction, many staff are working remotely. Rachel and Kevin are meeting with construction staff and project coordinators formally two times per week and daily to coordinate work being done in office spaces, etc.
- The Shelter House has been updated with a new roof and siding. It is used by the NorthPoint students almost daily (especially during COVID).
- We are planning to redesign several spaces in the building to support COVID practices and needed meeting space. We are getting quotes for these updates and may be moving forward with these renovations during this construction period.
- We continue to receive local weekly EMA SIT reports from Tim Jonavich at the county office of Emergency Management. We will be continuing all of our office COVID precautions through the Fall and Winter COVID and FLU season.

## **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. Ms. Melissa Tomaro seconded the motion. With all members in favor the motion passed, and the September Board meeting was adjourned.

**XII. BOARD MEMBER TRAINING**

Board Member Training was held following the meeting on the topics of *Fiscal Obligations of County Boards of DD, New Five-Year Forecasting Requirements, DSP Wage Increase and New Verification Tool, Waiver Planning Report Requirement, DODD 2020 Initiatives and Customer Experience of People and Families Served*. The training began at approximately 5:30 p.m. and ended at 7:30 p.m.

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*Dacie Schmel* *10-15-20*  
Recording Secretary Date