

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES**

JUNE 26, 2017

MINUTES

***Note – Ethics Council met prior to the Regular Board meeting to discuss and approve the Direct Services Contracts and Outside Employment Contracts to be submitted to full Board for approval.*

REGULAR BOARD MEETING

Kent Weickert called the regular meeting of the Board to order at **5:15 p.m.** and roll call was taken.

Present: Kent Weickert, John Havens, Cheryl Durnwald, Jody Amor, Laurie Fox, and Scott Hanes. Ann Dodson was not present – she resigned her position.

Staff Present: Sarah Zimmerman, Michele Mong, and Kim Jenkins.

Guests Present: Amy Getty, Renee Hohman, and Rhonda Horne (Staff from CLEC), and Randy Beach (OACBDD).

GUESTS COMMENTS

Randy Beach was here from the OACBDD. He is a former superintendent and was here to do a Board Governance Training with Board members at the conclusion of the regular Board meeting.

The ladies from CLEC were here to voice their concerns for the individuals at the CLEC. With the privatization of CLEC and Sandco taking over ownership, they were concerned that the individuals were not going to handle the transition well due to short “on-board” training of the Sandco staff. They were concerned for the health and safety of the individuals and felt like they were leaving their “family” in the hands of someone who really didn’t know the individuals and weren’t prepared to take over all the many duties in which the positions entail. Kent Weickert reassured the staff that there would be follow-up to make sure the individuals would get the proper care. He thanked the ladies and expressed the Board’s appreciation for all that they have done over the many years of dedication to make the CLEC program the wonderful program that it is and will continue to be.

I. REVIEW OF MINUTES

The Board approved the minutes of the **May 22, 2017** Board meeting.

Motion by Havens, second by Durnwald. Motion carried. **17-06-01**

II. FINANCIAL REPORTS

The Board accepted the May 2017 Financial Report as submitted by Michele Mong, Business Manager.

Motion by Durnwald, second by Amor. Motion carried. **17-06-02**

III. REPORTS AND RESOURCES

The following reports were submitted to the Board for review:

A. **SUPERINTENDENT REPORT**

Sarah highlighted several points from her report.

B. **HUMAN RESOURCES REPORT**

C. **PROGRAM REPORTS**

Sarah mentioned that P2E has definitely been busy, referrals are up and lots of kids are participating in the summer program.

D. **CORRESPONDENCE**

1. Newspaper Article – SOH Preschool Graduate
2. News Messenger Articles – Torch Run / Swimmer

E. **EDUCATIONAL RESOURCES**

1. DODD Cancer Report – shows that cancer rates are much higher for individuals served.
2. DODD 2017 Third Quarter Scorecard – nothing new to report because of outdated data.

F. **CALENDAR OF EVENTS**

1. Facility closed Monday, Tuesday July 3rd and July 4th for Independence Day.
2. **NO MEETING IN JULY**
3. **Next Board Meeting – August 28, 2017 at 5:15 p.m.**

IV. OLD BUSINESS

A. **BUILDING UPDATES**

Sarah shared that other than cleaning and replacing flooring nothing much is going on. They are getting ready for the auction on July 22 at 10 a.m.

B. TRANSITION PLANS:

1. VAN LEASE AGREEMENTS AND CLEC INVENTORY – VERBAL

Sarah said she still has not heard from the commissioners regarding the van leases and CLEC inventory, but plans on tentatively continuing those agreements informally until she hears back from them.

2. 2017 BENCHMARK REPORT

Sarah submitted our benchmark plan to the department last week. The numbers are remarkable and represent a tremendous amount of work that has been accomplished by so many – not just us as SCBDD. Providers have opened up and have been willing to take this on with us, further enforcing a collaborative approach to giving individuals quality services and choices in their providers.

C. 2017-2020 STRATEGIC PLAN

Sarah shared that we finally have the final versions of the strategic plan. She will spend more time on this after we get through accreditation. This plan represents feedback and recommendations collected from The Impact Group and combines elements required by DODD rule to be in the plan as well as our CARF goals. Also, the committee worked to identify some “stretch” goals. What really took us to the next step and the next direction during the next three years. Since this plan marks the start to who we are without the role of a service provider, it lays the roadmap of what we will be to our individuals, families, providers, and community moving forward. *We're still here!* We just look different than we have the last 50 years – this marks the beginning of new opportunities to embrace. There are in essence 2 plans – one for the website and general public who want to know what we're doing and where our goals are for the next three years and then a second plan that has some more detailed bullet points identifying some of the more definitive steps we want to take to achieve those goals and objectives. A point person and work group have been assigned to each of these bullet points. It is a working (3-year) plan and we all take ownership for its progress and success.

The Board approved the 2017-2020 Strategic Plan as presented.

Motion by Amor, second by Fox. Motion carried. **17-06-03**

V. **NEW BUSINESS**

A. **CONTRACTS**

1. **DIRECT SERVICE CONTRACTS / OUTSIDE EMPLOYMENT**

The Board approved the following Contracts:

D. D. (Parent) – Family Support Services Reimbursement
K.F. and R. F. (Parents) – Family Support Services Reimbursement
A. M. (Parent) – Family Support Services Reimbursement
D.P. and C. P. (Parents) – Family Support Services Reimbursement

Motion by Fox, second by Hanes. Motion carried. **17-06-04**

2. **PT SERVICES REHABILITATION AGREEMENT**

The agreement reflects an increase of \$1/hour for each service.

The Board approved the agreement between the Sandusky County Board of Developmental Disabilities and PT Services Rehabilitation, Inc. for physical and occupational therapies for the students attending the School of Hope for the period of August 1, 2017 through July 31, 2018.

Motion by Hanes, second by Havens. Motion carried. **17-06-05**

B. **SCHOOL OF HOPE**

1. **RESOLUTION 2017-05 ADOPTING A CALAMITY DAY
ALTERNATIVE MAKE-UP PLAN**

RESOLUTION 2017-05: That the Board approved “Calamity Day Alternative Make-Up Plan” Resolution. *See Resolution sheet.*

Motion by Havens, second by Durnwald. Motion carried. **17-06-06**

2. **VENDED MEALS CONTRACT**

Vended meals will be switching over to Terra State College from FCS. We serve around 20-25 meals per day and through ODE's vended meal rules, we are mandated to collect bids for the meals annually and to go with the lowest bidder. While this switch gives us a little anxiety to switch now that we just developed a routine with FCS, it is per ODE rule that we must do so. Terra is very excited about the opportunity and is in line with their change in food services and educational plans they have undergone this year.

The Board accepted the quote from Terra State Community College for the 2017-2018 school year to purchase school lunches at a cost not to exceed \$16,826. Preschool lunches will cost \$3.00 per lunch and K-12 lunches will cost \$4.00 per lunch.

Motion by Durnwald, second by Amor. Motion carried. **17-06-07**

C. **EMPLOYEE RAISES**

SSA/P2E pay scales were already addressed this year with scale increases and will not receive an additional 3% COL raise. As a part of our ongoing salary reviews and adjustment considerations, Sarah requested the Board approve a 3% COL raise to transportation, B/G, clerical/records, accounting, instructor aides, nurse, transition specialist, QA, and SO/SA as well as Superintendent contract. Increases will occur as typical in August. She also requested that EI and Intervention Specialists receive a 10.8% scale increase to better align with similar positions regionally and state wide, also for August.

1. **SUPERINTENDENT**

The Board approved to increase the salary of the Superintendent by 3% to be effective on August 1, 2017.

Motion by Amor, second by Fox. Motion carried. **17-06-08**

2. **INCREASE SALARY RANGES**

The Board approved to increase the salary ranges for the positions of Developmental Specialists (E.I.) and Intervention Specialists (Instructors) by 10.8% to be effective on August 28, 2017. This increase is based on an aligns with comparable salaries reported by County Boards.

Motion by Fox, second by Hanes. Motion carried. **17-06-09**

3. **COST OF LIVING RAISE**

The Board approved a 3% cost of living raise for the following positions and/or departments: Transportation, Building and Grounds, Clerical/Records, Accounting, Instructor Aides, School Nurse, Transition Specialist, Quality Assurance, and Special Olympics/Self Advocacy.

Motion by Hanes, second by Havens. Motion carried. **17-06-10**

D. **COMMUNITY RELATIONS DEPARTMENT PROPOSAL**

Sarah shared that we've been placing a tremendous amount of efforts on provider relations, development, and training opportunities – much is in line with our RFP workgroup efforts, as well as with our public-school partners and transition aged youth. Much of the feedback from the strategic plan forums also focused on these core topics and opportunities we have to expand and strengthen moving forward. As a result of many months of work, vision, educating, and preparation, Sarah presented to the board the opportunity to develop a Community Relations Department to handle these tasks. She requested the Board consider hiring David Reichert full-time and take these tasks under his guidance and further development. Dave's extensive experience with providers, employment and employer relations, transition youth, and public schools will prove to be a huge asset in our review, development, and advancement of the supports we can provide our individuals and community partners. We will slowly add positions to this department as we are ready and the needs/opportunities indicate the next step makes sense. In addition to overseeing P2E and the development of these services, a transition coordinator will be moved to this TO.

VI. **EXECUTIVE SESSION**

The Board entered into Executive session at **5:50 p.m.** to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee and to consider the purchase of property. The Board will then reconvene to public session.

Motion by Durnwald, second by Amor. Motion carried. **17-06-11**

Present: Kent Weickert, John Havens, Cheryl Durnwald, Jody Amor, Laurie Fox, and Scott Hanes. Anna Dodson was not present.

The Board moved back into public session at **6:05 p.m.**

RESULTS OF EXECUTIVE SESSION

There was no action taken at Executive Session.

Regular Board Meeting – continued:

E. TABLE OF ORGANIZATION

The Board approved the Table of Organization changes as outlined in the proposal. This includes increasing the VRC Supervisor's hours to become a full-time Director for the newly created Community Relations Department and abolish 12 vacant transportation department positions.

Motion by Amor, second by Fox. Motion carried. **17-06-12**

VII. BOARD POLICY REVIEW

A. SCBDD PERSONNEL POLICIES

The Board approved the following SCBDD Personnel Policies:

- *Chapter 5\Section 5.21: Tobacco Use*

Motion by Fox, second by Hanes. Motion carried. **17-06-13**

B. SCBDD PROGRAM POLICIES

The Board approved the following SCBDD Program Policies:

- *Chapter 2\Section 4: Children Services Policy (Revised)*
- *Chapter 2\Section 8: PASRR Policy (New – replaces current policy)*
- *Chapter 2\Section 6: Adult Services Policy (Revised)*
- *Chapter 2\Section 7: Residential (Rescind)*
- *Chapter 2\Section 9: Family Support Services Policy (Rescind)*
- *Chapter 6\Section 7: Individual Support Funding Policy (New – replaces the 2 rescinded policies above)*

Motion by Hanes, second by Havens. Motion carried. **17-06-14**

VIII. ADJOURNMENT

The Board adjourned the meeting of **June 26, 2017** at **6:07 p.m.**

Motion by Havens, second by Durnwald. Motion carried. **17-06-15**

Laurie Fox, Recording Secretary of the Board

Kim Jenkins, Clerk to the Board

BOARD GOVERNANCE TRAINING (Immediately following the Board Meeting)