

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES**

October 23, 2017

BOARD MEETING MINUTES

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

Kent Weickert called the regular meeting of the Board to order at **5:19 p.m.** and roll call was taken.

Present: Kent Weickert, John Havens, Cheryl Durnwald, Jody Amor, Laurie Fox, Jim Fox, and Scott Hanes.

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

Guests Present: There were no guests present for the regular meeting of the Board.

I. REVIEW OF MINUTES

The Board approved the minutes of the **September 25, 2017** Board meeting.

Motion by Havens, second by Durnwald. Motion carried. **17-10-01**

II. FINANCIAL REPORTS

Michele M. reported that all revenue is in for the year so the October report will look a little different. The personal property tax still needs to come in and 90% plus of the tax monies have been received. She also reported that for two line items, the income was more than projected.

The Board accepted the **September 2017** Financial Reports as submitted by Michele Mong, Business Manager.

Motion by Durnwald, second by Amor. Motion carried. **17-10-02**

III. **REPORTS AND RESOURCES**

The following reports were reviewed by the Board:

A. **SUPERINTENDENT REPORT**

B. **HUMAN RESOURCES REPORT**

Sarah reported that we are starting to get back up to staff capacity with the hiring of the last two employees for the Pathways positions.

C. **PROGRAM REPORTS**

Sarah highlighted a couple of areas, one being that the displaced family we welcomed into our program has moved out of the county but a couple more may be moving into the county. The other highlight was Nation Employment Initiative Month will be showcased by delivery of certificates and cookies to the places of employment that have welcomed and provided work opportunities for our individuals.

D. **CORRESPONDENCE**

1. DODD Accreditation Award Letter

E. **EDUCATIONAL RESOURCES**

1. Early Intervention Sfy2017 Report Card and the Ohio Department of Health Correspondence:
Sarah shared that even though the move of referrals to the Cleveland site has been rough, it is starting to see slow improvements.
2. Supported Decision Making (SDM) Project:
Sarah shared that this project relates to empowering individuals to be supported to make informed and supported decisions rather than pursuing guardians as a common alternative practice. We have assisted a few individuals in the past year to have their guardianships revoked. Sarah said the project targets SSAs, families, probate court, and psych services.
3. Independent Provider Overtime Rule:
Sarah shared the last 18 months the state has had quite a battle with independent Provider overtime rule. A new rule will go into effect in February 2018, forcing boards to pay Independent Providers overtime. She also said the department worked with Medicaid to waive the administrative fees, which will keep SCBDD fiscally harmless at the current projected costs.
4. Ohio Subsidy Cuts:
Sarah pointed out from the report that from the years 2004 to 2018, Sandusky County had a reduction of \$636,882.00 in state subsidies.
5. 2018 Self Waiver (verbal):
Sarah said SCBDD will be getting one Self Waiver from the State for this biennium.

F. **CALENDAR OF EVENTS**

1. 11/10/17 – Veterans Day – facility closed
2. **Next Board Meeting – November 20, 2017 at 5:15 p.m. (This is a week early)**

IV. **OLD BUSINESS**

A. **BUILDING UPDATE (Verbal)**

1. **FIRE DOORS**

Vickie Strickland, Transportation/Buildings and Grounds Coordinator, researched different options/vendors for the purchase of the fusible link fire door hinges and obtained a quote from Service Systems at a much better price than the previous quotes received. A technician from Tritch Door will train our maintenance person on installation of the hinges.

The Board approved the purchase of 23 fusible link fire door hinges from Service Systems at a cost not to exceed **\$6,874.00** and pay Tritch Door to provide installation instruction at a cost of **\$100.00.**

Motion by Amor, second by L. Fox. Motion carried. **17-10-03**

V. **NEW BUSINESS**

A. **CONTRACTS**

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

The Ethics Council met prior to the start of the meeting and approved the Direct Service Contract.

The Board approved the following Contracts:

A.W. – Family Support Services Reimbursement

Motion by L. Fox, second by J. Fox. Motion carried. **17-10-04**

B. **PROVIDER PARTNERSHIP UPDATE**

1. **DSP OHIO CAMPAIGN**

Sarah did not have any updated information for the Board on the campaign. The Board decided to table this again until further information is obtained.

2. **TRANSPORTATION NETWORK RFP UPDATE**

Sarah updated the Board on the transportation network RFP. She said it is going well and has received legal approval from OACB and the Prosecuting Attorney's offices to move forward and finalize.

C. **MISSION AND VISION STATEMENTS AND CORE VALUES**

Sarah explained that as a part of the Strategic Plan and CARF requirements, the statements were reviewed. Sarah presented a survey monkey to all staff to review the proposed revisions.

The Board approved the presented changes to the mission and vision statements and adopts the core values in replacement of the philosophy statement.

Motion by J. Fox, second by Hanes. Motion carried. **17-10-05**

D. **BUILDING USAGE DISCUSSION**

Sarah said she received two requests to use our facilities – one from Jarrod Hunt (Wynn-Reeth) to use for Christmas party for individuals they serve. He was willing to pay for the use of the facility. The other request was from Heights Baton Corp to use the gym for an ongoing basis a couple of nights a week for baton lessons for sixty girls. The baton group said they would offer volunteer services and would perform at Special Olympics events in lieu of payment for use of the facility.

Sarah obtained legal counsel from Mark Mulligan (Prosecuting Attorney Office) and his suggestion was that usage should be mission driven for DD individuals without cost. He was not supportive with non-mission driven requests and would prepare a legal document pertaining to such requests if requested by the Board.

Sarah also reached out to the 88 Ohio counties and found that some allowed mission-driven events. She obtained a policy from Cuyahoga County which she will use as a guide for developing a policy for our program. She will present the policy at the November or January Board meeting.

The Board decided to allow Jarrod Hunt's request but denied the Heights Baton Corp request.

E. **2018 BUDGET VERBAL DISCUSSION**

Sarah said we usually have a draft budget by this time but this year it has been delayed by several items:

1. Health Insurance is one of the items which has delayed it. With a substantial rate increase based on our last 12-month usage, we will be looking at other quotes based upon the completion of Formfire.
2. Waiver match will be increased in the budget.
3. Vacant Sandco space (East Wing) – the bathroom areas (6 bathrooms) need updating with new fixtures, flooring, walls, etc. Sarah would like to propose to put this in the budget to make these updates and to possibly hire an architect to ensure everything is ADA approved. The Board said to proceed with the

planning. The actual cost of the project will go to the Board in 2018 for approval and will be reflected in the proposed budget.

F. 2017 BOARD SELF-EVALUATION FORMS AND BOARD PLANNING SURVEY

Kim J. will email the Board the survey to be returned to either Sarah or Kim by the November meeting.

VI. BOARD POLICY REVIEW

A. SCBDD PERSONNEL POLICIES

The Board approved the following program policies:

- *Chapter 5 / Section 1.03 Implementation and Dissemination*
- *Chapter 5 / Section 2.02 Employment Status*
- *Chapter 5 / Section 2.11 Orientation*
- *Chapter 5 / Section 2.12 Onboarding Period*
- *Chapter 5 / Section 2.15 Changes in Classification: Promotion and Demotion*
- *Chapter 5 / Section 2.19 Personnel Files*
- *Chapter 5 / Section 2.21 Volunteer*
- *Chapter 5 / Section 3.01 Hours of Work*
- *Chapter 5 / Section 3.04 Inclement Weather*

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

VII. EXECUTIVE SESSION

There was no session held at tonight's meeting.

VIII. ADJOURNMENT

The Board adjourn the meeting of **September 25, 2017**, at **6:10 p.m.**

Motion by Havens, second by Durnwald. Motion carried. **17-10-07**

Laurie Fox, Recording Secretary of the Board

Kim Jenkins, Clerk to the Board