

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES**

November 20, 2017

MINUTES

***Note – Ethics Council did not meet tonight because there were no contracts to review.*

Kent Weickert called the regular meeting of the Board to order at **5:32 p.m.** and roll call was taken.

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

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 **October 23, 2017** Board meeting.

Motion by Durnwald, second by Amor. Motion carried. **17-11-01**

II. FINANCIAL REPORTS

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

Motion by Amor, second by L. Fox. Motion carried. **17-11-02**

III. REPORTS AND RESOURCES

The following reports were reviewed by the Board:

A. SUPERINTENDENT REPORT

Sarah stated the Transportation RFP went out and the bidders meeting went well. She also said the building upgrades/maintenance will take place per line item for maintenance.

B. HUMAN RESOURCES REPORT

Sarah said the last open position (Community Connection Coordinator) has been filled with someone with experience. She also stated the new Vocational Rehabilitation Coordinator also comes to us with experience and a unique perspective from a different vocational rehabilitation field. The two new SSA's are both working out fine, bringing joy and uniqueness to the department.

C. PROGRAM REPORTS

D. CORRESPONDENCE

Nothing to report

E. EDUCATIONAL RESOURCES

Nothing to report

F. CALENDAR OF EVENTS

1. 11/23/17, 11/24/17 Facility Closed – Thanksgiving Holiday
2. OACBDD Annual Convention 11/29/17 through 12/1/17
3. Council Adult Holiday Party – Saturday 12/9/16 in SOH gym 2 p.m. – 4 p.m.
4. Council sponsored Staff Holiday Breakfast – Wednesday 12/13 (Alternate day - Thursday 12/14) (Board invited – please RSVP)
5. Holiday Break 12/25, 12/26, 1/1/18 – Facility closed. 12/27 through 12/29 limited staffing.
6. 1/15/18 – Facility closed – Martin Luther King Day
7. **Next Board Meeting – January 22, 2018 at 5:15 p.m.** Annual Organizational Meeting / Regular Board Meeting.

IV. OLD BUSINESS

A. BOARD SELF EVALUATIONS

Sarah reminded the Board to submit their evaluations.

I. NEW BUSINESS

A. CONTRACTS

1. DIRECT SERVICE CONTRACTS / OUTSIDE EMPLOYMENT

There were no contracts to review tonight.

2. ACC MASTER AGREEMENT

The agreement is in line with what was approved last year. The monthly internet cost has been absorbed into the bill so there is only one bill.

The Board approved the 2018 ACC Managed Service Agreement at a monthly cost not to exceed \$8,375.00.

Motion by L. Fox, second by J. Fox. Motion carried. **17-11-03**

3. **ECI 2018 ROOM AND BOARD AGREEMENT**

Sarah stated this agreement is the same as in past years. It says SCBDD will not pay for vacant spaces; it includes a 2% cost of living increase for the Social Security benefits and covers a maximum of 24 beds.

The Board approved the 2018 Room and Board contract with ECI for HCBS Waiver Recipients living in a licensed facility, which reflects a 2018 2% Cost of Living increase for Social Security benefits.

Motion by J. Fox, second by Hanes. Motion carried. **17-11-04**

4. **BILLING SERVICE AGREEMENT**

Sarah explained that this contract extends into 2018 for those NMT individuals still being transported by SCBDD due to the Level 1 Waiver expansion for adult services refinancing.

The Board approved to extend the Billing Service Agreement with Wynn-Reeth, Inc. to complete SCBDD's Medicaid Waiver Billing for Non-Medical Transportation (NMT) services for 2018.

Motion by Hanes, second by Durnwald. Motion carried. **17-11-05**

B. **OACB DELEGATE ASSEMBLY**

The Board approved Sarah Zimmerman, Superintendent, to represent SCBDD at the annual Delegate Assembly on Wednesday, November 29, 2017.

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

C. **2018 CALENDARS**

1. **12-MONTH EMPLOYEE CALENDAR**

The Board approved the 2018 12-month Employee Calendar as presented.

Motion by Amor, second by L. Fox. Motion carried. **17-11-07**

2. **DRAFT 2018 SCBDD BOARD CALENDAR**

The draft calendar was presented. Final approval will be done at the January 2018 meeting.

D. **HEALTH INSURANCE**

The Health Insurance Committee met prior to the board meeting to review the quotes and information provided. Sarah explained that we unfortunately had another high claim year that has resulted in several high quotes. The Board discussed the options and voted on the following.

1. **SPOUSAL COVERAGE**

In order to reduce cost exposure, the SCBDD decided to not cover employees' spouses who can obtain insurance from their own employer.

The Board approved to discontinue health insurance coverage for employee spouses who have health insurance coverage available through their employer effective January 1, 2018.

Motion by L. Fox, second by J. Fox. Motion carried. **17-11-08**

2. **2018 PLAN AND CONTRIBUTION**

Two plans will be offered through Medical Mutual of Ohio; a traditional PPO plan as well as an HSA plan. The PPO plan will have a 20% employee contribution for the monthly premiums with the Board covering the other 80% and the HSA plan will have a 15% employee contribution with the board covering the remaining 85% as well as an annual contribution of \$1000 per employee electing the HSA plan. (Information about the plans will be prepared and reviewed by Michelle Snyder and informational meetings will be held the last week of November with open enrollment to follow soon after)

The Board approved to select the MMO Option 2 plan with Medical Mutual of Ohio Insurance Company with an annual contribution of \$1000/per employee selecting the HSA plan The county will pay 80% of the PPO premium and will pay 85% of HSA premium.

Motion by J. Fox, second by Hanes. Motion carried. **17-11-09**

E. **EAST WING RENOVATIONS**

Michele M. explained that she received several quotes for the design scope of work and roll out. There was a huge difference in cost from the three quotes she received.

The Board approved the Poulos and Schmid quote for pre-design and construction documentation to remodel 6 restrooms in the SCBDD East Wing at a cost not to exceed \$8,350.00

Motion by Hanes, second by Durnwald. Motion carried. **17-11-10**

F. **2018 BUDGET**

The budget hearing is scheduled for Dec. 12th. At the time of this Board meeting, Sarah has not yet heard from the Commissioners for the allocation for Worker's Compensation and the Indirect Cost Allocation reimbursement. The budget is contingent on these two final line items.

The Board approved the 2018 budget contingent on the Sandusky County Commissioners approval and the line item allocation for Workers Compensation and Indirect Cost Allocation Reimbursement as provided by the Commissioner's office.

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

I. **BOARD POLICY REVIEW**

A. **SCBDD POLICIES**

Sarah said many of the polices were streamlined, condensed, and eliminated the repetition of what the rule/law states. Many of the revisions had minor language changes.

The Board approved the following policies:

RESCINDED POLICIES:

- *Chapter 2 – Section 3.1 HCBS Waivers – Free Choice of Provider*
- *Chapter 2 – Section 4.1 HCBS Waivers Adult Day Support and Vocational Habilitation*
- *Chapter 2 – Section 4.2 HCBS Waivers Non-Medical Transportation*
- *Chapter 2 – Section 4.3 HCBS Waivers Payment Standards*

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- *Chapter 2 – Section 4.4 HCBS Waivers Supported Employment-Enclaves and Supported Employment Community*
- *Chapter 4 – Section 2.1 Grievance*
- *Chapter 4 – Section 2.2 Provider Dispute*
- *Chapter 5 – Section 7.03 Affirmative Action Plan*

NEW POLICIES

- *Chapter 1 – Section 15 Whistleblower Protection*
- *Chapter 1 – Section 16 Facility Usage*
- *Chapter 2 – Section 3 HCBS Waiver*
- *Chapter 2 – Section 4.2 Attendance*

REVISED PROGRAM POLICIES

- *Chapter 1 – Section 4 Risk Management*
- *Chapter 1 – Section 9 Corporate Compliance*
- *Chapter 1 – Section 11 Superintendent Duties Compensation and Employment Contract*
- *Chapter 2 – Section 4.1 Anti-Bully (Chapter/Section # changed)*
- *Chapter 2 – Section 7 Individual Support Funding*
- *Chapter 4 – Section 2 Administrative Resolution of Complaints*

REVISED PERSONNEL POLICIES

- *Chapter 5 – Section 2.04.1 Criminal Background Checks*
- *Chapter 5 – Section 4.01 Vacation Pay*
- *Chapter 5 – Section 4.02 Sick Leave*
- *Chapter 5 – Section 4.03 Sick Leave Conversion*
- *Chapter 5 – Section 4.04 Holidays*
- *Chapter 5 – Section 4.05 Funeral Leave*
- *Chapter 5 – Section 4.06 Civil Leave*
- *Chapter 5 – Section 4.07 Military Leave*
- *Chapter 5 – Section 4.08 Personal Leave*
- *Chapter 5 – Section 4.10 Unpaid Leave of Absence*
- *Chapter 5 – Section 4.11 Insurance*
- *Chapter 5 – Section 4.12 Continued Insurance Coverage (COBRA)*
- *Chapter 5 – Section 4.13 Retirement*
- *Chapter 5 – Section 4.14 Workers' Compensation*
- *Chapter 5 – Section 4.17 Poll Worker Leave*
- *Chapter 5 – Section 5.01 Tardiness and Absenteeism*
- *Chapter 5 – Section 5.02 Personal Appearance*
- *Chapter 5 – Section 5.03 Solicitation and Distribution*
- *Chapter 5 – Section 5.08 Use of County Vehicle*
- *Chapter 5 – Section 5.10 Safety and Health*

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- Chapter 5 – Section 5.13 Drug Free Workplace
- Chapter 5 – Section 5.14 Harassment
- Chapter 5 – Section 5.17 Workplace Violence
- Chapter 5 – Section 5.18 Concealed Weapons
- Chapter 5 – Section 5.22 No Expectation of Privacy
- Chapter 5 – Section 6.01 Disciplinary Principles
- Chapter 5 – Section 6.02 Pre-Disciplinary Conferences
- Chapter 5 – Section 6.04 Employee Grievance
- Chapter 5 – Section 7.02 Performance Evaluation
- Chapter 5 – Section 7.06 Information Systems
- Chapter 5 – Section 7.07 Mobile Device
- Chapter 5 – Section 7.09 Social Networking/Social Media

Motion by Amor, second by L. Fox. Motion carried. **17-11-12**

II. **EXECUTIVE SESSION**

There was no Executive Session held tonight.

III. **ADJOURNMENT**

The Board adjourned the meeting of **November 20, 2017**. At **6:27 p.m.**

Motion by L. Fox, second by J. Fox. Motion carried. **17-11-13**

Laurie Fox, Recording Secretary of the Board

Kim Jenkins, Clerk to the Board