

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES
SCHOOL OF HOPE/SANDCO INDUSTRIES**

**JANUARY 22, 2018
ANNUAL ORGANIZATIONAL MEETING
MINUTES**

ORGANIZATIONAL MEETING

Kent Weickert welcomed everyone at 5:15 p.m. and roll call was taken.

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

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

Guests Present: No guests present.

AGENDA:

1. INTRODUCTION OF 2018 BOARD MEMBERS

No new members were present at tonight's meeting so introductions were not made.

2. ELECTION OF SCBDD BOARD OFFICERS FOR 2018 – PRESIDENT, VICE-PRESIDENT, AND RECORDING SECRETARY

The Board approved the following slate of officers for 2018:

**Kent Weickert as President
John Havens as Vice President
Laurie Fox as Recording Secretary**

Motion by J.Fox, second by Durnwald. Motion carried. **18-01-01A**

3. BOARD APPOINTMENTS FOR ETHICS COUNCIL 2018

The Board approved the appointment of the following Ethics Committee Members:

John Havens, Cheryl Durnwald, and Jody Amor

Motion by L. Fox, second by J. Fox. Motion carried. **18-01-02A**

4. BOARD APPOINTMENTS FOR INSURANCE-FINANCE COMMITTEE 2018

The Board approved the appointment of the following Insurance-Finance Committee Members:

Kent Weickert, Cheryl Durnwald, and Jim Fox

Motion by Amor, second by L. Fox. Motion carried. **18-01-03A**

5. REVIEW AND COMPLETION OF FORMS:

- a. Board Member Declarations
- b. Confidentiality Verification
- c. Rights for a Person with DD
- d. SCBDD's Mission, Vision, and Core Values
- e. Officer Duties Form

6. APPROVE THE 2018 BOARD MEETING CALENDAR

The Board approved the 2018 Board Meeting Calendar.

Motion by Durnwald, second by Amor. Motion carried. **18-01-04A**

7. ADJOURN

The Board adjourned the Organizational meeting of **January 22, 2018** at **5:23 p.m.**

Motion by L. Fox, second by J. Fox. Motion carried. **18-01-05A**

Laurie Fox, Recording Secretary of the Board

Kim Jenkins, Clerk to the Board

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES
SCHOOL OF HOPE/SANDCO INDUSTRIES**

**JANUARY 22, 2018
REGULAR MEETING MINUTES**

***Note – Ethics Council met prior to the start of the regular meeting to approve Direct Service Contracts/Outside Employment.*

Kent Weickert called the regular meeting of the Board to order at **5:23 p.m.** and roll call was taken.

Present: Kent Weickert, Cheryl Durnwald, Jody Amor, Laurie Fox, and Jim Fox. 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

RECOMMENDATION: That the Board approve the minutes of the **November 20, 2017** Board meeting.

Motion by J. Fox, second by Durnwald. Motion carried. **18-01-01B**

II. FINANCIAL REPORTS

Michele reviewed a couple of highlights from the report. She said she received two cost report settlements in calendar year 2017 which is unusual. She usually only receives one per year. She also said she received the TCM money for September and October.

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

Motion by Durnwald, second by Amor. Motion carried. **18-01-02B**

III. REPORTS AND RESOURCES

A. SUPERINTENDENT REPORT

Sarah reviewed a few things from her report:

1. Reviewed cash forecast for 2018

2. Budget hearing information – she has not heard anything since the meeting.
3. Kickoff of SDM, which Sandusky County is part of the 10-county NW region. It explores alternatives for legal guardianships. SCBDD will continue to get the message out to individuals/community.
4. DJFS – is interested in our program and guidelines and how we can work together. Sarah worked on a cost sharing contract, which has support from the County Prosecutor.
5. Sarah will work on developing a report on the budget, etc. to share with the Commissioners.

B. HUMAN RESOURCES REPORT

1. Sarah reported that our records retention plan was approved both by the Commissioners and by the State.
2. Sarah also reported that we had a bus/staff car accident.

C. PROGRAM REPORTS

Sarah reviewed a couple of highlights from the reports:

1. Individuals served numbers ending in 2017 were up from 2016 numbers. Caseloads are inching upwards, EI #'s and referrals are on the increase. Sarah said the RFP at Cleveland Site Center, who distributes the state-wide referrals, is backing out of the contract so the State will be choosing a new referral site.
2. Community Connections report will now be included in the Program Reports. Mary Winters is the coordinator for the program. She is the connection/outreach between the public schools and the county board. She has met with all the schools and has 323 potential students on the caseload.

D. CORRESPONDENCE

Nothing to report this month

E. EDUCATIONAL RESOURCES

Nothing to report this month.

F. CALENDAR OF EVENTS

1. February 19th – Facility closed for President's Day
2. **Next Board Meeting) – Monday - February 26, 2018 at 5:15 p.m.**

IV. OLD BUSINESS

A. BUILDING UPDATE

1. Sarah distributed and reviewed the Poulos-Schmid plan for the bathroom renovations.
2. Sarah has been approached by Tim Wasserman (Recycling in Green Springs) who may be interested in relocating his operation to our East Wing. Nothing formal has been discussed at this time – just a preliminary conversation.

B. BOARD SURVEY RESULTS

There were no questions on the Board Survey Results report.

V. NEW BUSINESS

A. ANNUAL BUSINESS

The following reports were reviewed with the Board:

1. 2017 REPORTS

- a. **2017 ACCESSIBILITY PLAN REVIEW**
- b. **2017 ACCESSIBILITY ASSESSMENT REVIEW**
- c. **2017 RISK MANAGEMENT REVIEW**
- d. **2017 ANNUAL MUI REPORT REVIEW**
- e. **2017 YEAR-END CARF REVIEWS**
 - i. Children Services
 - ii. Service And Support Administration
 - iii. Transition Services

2. 2018 REPORTS

a. 2018 ACCESSIBILITY PLAN APPROVAL

The Board approved the 2018 SCBDD Accessibility Plan as presented.
Motion by Amor, second by L. Fox. Motion carried. **18-01-03B**

b. 2018 RISK MANAGEMENT APPROVAL

The Board approved the 2018 SCBDD Risk Management Plan as presented.
Motion by L. Fox, second by J. Fox. Motion carried. **18-01-04B**

c. 2018 CONTINUITY OF OPERATIONS PLAN APPROVAL

The Board approved the 2018 Continuity of Operations Plan as presented.
Motion by J. Fox, second by Durnwald. Motion carried. **18-01-05B**

B. CONTRACTS

1. DIRECT SERVICE CONTRACTS / OUTSIDE EMPLOYMENT

The Board approved the following Contracts:

CJ – Family Support Services Reimbursement
DB – Family Support Services Reimbursement
NB (Parent) – Family Support Services Reimbursement
ED (Parent) – Family Support Services Reimbursement
PI (Parent) – Family Support Services Reimbursement
JG (Parent) – Family Support Services Reimbursement
SF (Parent) – Family Support Services Reimbursement
PC (Parent) – Family Support Services Reimbursement
ME (Parent) – Family Support Services Reimbursement
EL (Parent) – Family Support Services Reimbursement
DB (Grandparent) – Family Support Services Reimbursement
ER (Parent) – Family Support Services Reimbursement
LW (Grandparent) – Family Support Services Reimbursement
SH (Parent) – Family Support Services Reimbursement

Motion by L. Fox, second by J.Fox. Motion carried. **18-01-06B**

2. CLEARWATER COG CONTRACT

Sarah reported this contract is same as previous years with only a slight rate increase.

The Board approved the Clearwater Council of Government's contract for backup investigative agent services, behavior support consultation services, and Human Rights Committee coordination.

Motion by Durnwald, second by Amor. Motion carried. **18-01-07B**

C. DD AWARENESS MONTH RESOLUTION 2018-01

RESOLUTION 2018-01: The Board of DD resolved to declare the month of March 2018 as “Developmental Disabilities Awareness Month” (*See Resolution for signatures*).

Motion by Amor, second by L. Fox. Motion carried. **18-01-08B**

D. NEW BOARD MEMBER

Sarah reported that she has not yet found a replacement Board Member to fill position vacated by Scott Hanes. She is now reaching out to Promedica to see if CEO, Pam Jensen has any recommendations.

VI. BOARD POLICY REVIEW

A. SCBDD PROGRAM POLICIES REVIEW (BOARD RELATED):

The Board reviewed these policies which pertain to the Board. There were no questions or changes.

1. **Chapter 1 Administration / Section 2 Board Operations, Powers, and Duties**
2. **Chapter 1 Administration / Section 3 Ethics**

B. REVISED / RESCIND SCBDD PROGRAM / PERSONNEL POLICIES

The Board approved the following revised / rescinded SCBDD Program / Personnel Policies:

Chapter 5 \ Section 4.03: Sick Leave Conversion

Chapter 5 \ Section 4.09: Disability Leave and Separation

Chapter 6 \ Section 9: Consumer Activity Fund - RESCIND

Motion by Amor, second by L. Fox. Motion carried. **18-01-09B**

VII. EXECUTIVE SESSION

The Board entered into Executive session at **6:06 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 J. Fox, second by Durnwald. Motion carried. **18-01-10B**

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

The Board moved back into public session at **6:24 p.m.**

RESULTS OF EXECUTIVE SESSION

No action was taken as a result of the Executive Session.

VIII. **ADJOURNMENT**

The Board adjourned the meeting of **January 22, 2018** at **6:24 p.m.**

Motion by Durnwald, second by L. Fox. Motion carried. **18-01-11B**

Laurie Fox, Recording Secretary of the Board

Kim Jenkins, Clerk to the Board