

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

**FEBRUARY 26, 2018
MINUTES**

***Note – The Ethics Council met prior to the start of the regular meeting to review the Direct Service Contracts and the Outside Employment Contracts. Present: Cheryl Durnwald, John Havens, and Sarah Zimmerman.*

John Havens called the regular meeting of the Board to order at **5:17 p.m.** and roll call was taken.

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

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

Guests Present: Laura Foreman (School of Hope staff) was present. She shared she was fulfilling a staff development goal by attending the meeting.

OATH

Tim Ellenberger (as a new Board member) and Laurie Fox (as a returning Board member) were sworn in by Kim J. Tim replaced Scott Hanes who chose not to serve a third term. Laurie is starting her second term in office.

I. REVIEW OF MINUTES

The Board approved the minutes (Organizational Meeting and Regular Meeting) of the **January 26, 2018.**

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

II. FINANCIAL REPORTS

The Board accepted the **January 2018** Financial Reports as submitted by Michele Mong, Business Manager.

Motion by Durnwald, second by L. Fox. Motion carried. **18-02-02**

III. **REPORTS AND RESOURCES**

Sarah reviewed the following reports:

A. **SUPERINTENDENT REPORT**

Sarah highlighted the following:

1. CARF Review – Sarah gave an update on how the CARF review went. She said it went very well and we should have the final report in four to six weeks.
2. Sarah reported that we entered into our first contract with DJFS for a Sandusky County child placed out of county. DJFS will cover the cost until the individual ages out then we will take over the costs. The individual is moving back to Fremont.
3. “Fix the List” campaign – is a massive historical change that OACBDD is working on. They are trying to get out front of this and get as much information out to families, individuals, stakeholders, and providers as possible from videos, fact sheets, and website posts. This is slated to roll out in June/July.

B. **HUMAN RESOURCES REPORT**

C. **PROGRAM REPORTS**

Sarah noted that there were a few corrections in the SSA report from last month to this month’s data. Sarah also highlighted Pathway’s activities and the provider pilot project.

1. **MUI STAKEHOLDER DATA** – semi-annual report
2. **STRATEGIC PLAN PROGRESS REPORT** – first quarter report

D. **CORRESPONDENCE**

1. **OOD (P2E) FISCAL REVIEW LETTER**
2. **DODD 2018 COUNTY BOARD MEMBER TRAINING TOPICS** – Sarah will finalize this training piece and will get a schedule to all.

E. **EDUCATIONAL RESOURCES**

1. **DODD SANDUSKY COUNTY FFY16/SFY17 – EARLY INTERVENTION ANNUAL PROGRESS REPORT AND DETERMINATION**
2. **OACB DD WAITING LISTS**
3. **SUPPORTED DECISION MAKING TRAINING**

F. **CALENDAR OF EVENTS**

1. March 5 – All Staff In-service
2. **Next Board Meeting – Monday - March 26, 2018 Regular Board Meeting at 5:15 p.m. – Provider Recognition Banquet with Board and Council presentations at 6:00 p.m.**
3. March 30 – Spring Break
4. Derby Gala – May 5, 2018

IV. **OLD BUSINESS**

A. **BOARD MEMBER UPDATES**

New member, Tim Ellenberger and continuing Board member, Laurie Fox were sworn in before the start of today's meeting.

B. **BUILDING UPDATE**

Sarah reported receiving the design drawings to remodel the 6 restrooms (4 East Wing and 2 Records area). She received the Poulos & Schmid Agreement and a quote from Ansted Construction who estimated the cost of the project.

1. **RESTROOM RENOVATION**

The Board approved to seek public bids to renovate 6 restrooms in the east wing at a projected cost not to exceed **\$200,000.**

Motion by L. Fox, second by Ellenberger. Motion carried. **18-02-03**

2. **POULOS & SCHMID DESIGN GROUP**

The Board approved the agreement with Poulos and Schmid Design Group to manage the bidding, construction administration, and project closeout for the restroom renovation project at a cost not to exceed **\$8,750.**

Motion by Ellenberger, second by J. Fox. Motion carried. **18-02-04**

C. **DD AWARENESS MONTH**

The County Commissioner's Proclamation for DD Awareness Month was presented along with the five billboard designs.

D. **CASH BALANCE REVIEW**

Sarah briefly reviewed the worksheets with the Board. She asked the Board how often they would like to review the reports. They decided to review them Semi-annually. Michele will revise the reports as changes occur. Sarah stated that 78% of our funds come from local levies as state and federal funds decrease over the years.

V. **NEW BUSINESS**

A. **CONTRACTS**

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

The Ethics Committee met prior to the meeting and reviewed the contracts.

The Board approved the following Contracts:

D.B. - Family Support Services Reimbursement
M.Z. - Family Support Services Reimbursement
K.M. - Family Support Services Reimbursement
J.S. - Family Support Services Reimbursement
A.M. - Family Support Services Reimbursement
J.P. - Family Support Services Reimbursement
C.T. - Family Support Services Reimbursement

Motion by J. Fox, second by L. Fox. Motion carried. **18-02-05**

B. SECURITY CAMERA DISCUSSION

Sarah explained this was a topic that had been discussed over the years. She said they have been brainstorming on the benefits of purchasing a security system because of shady activities going on in the parking lots and bus areas, cars being keyed, strangers in the building, domestic violence issues, off-hours alarms going off, missing bathroom supplies, etc. The Board agreed to let Sarah investigate and get quotes on the cost of a system, maintenance costs, and goal/purpose of a system.

VI. BOARD POLICY REVIEW

A. REVISED / RESCIND SCBDD PROGRAM / PERSONNEL POLICIES

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

Chapter 5 \ Section 6.01 Disciplinary Principles

Motion by Durnwald, second by L. Fox. Motion carried. **18-02-06**

VII. EXECUTIVE SESSION

No Executive Session was held tonight.

VIII. **ADJOURNMENT**

The Board adjourned the meeting of **February 26, 2018** at **6:25 p.m.**

Motion by L. Fox, second by Ellenberger. Motion carried. **18-02-07**

Laurie Fox, Recording Secretary of the Board

Kim Jenkins, Clerk to the Board