

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES**

October 22, 2018

MINUTES

***Note – Ethics Council did not meet 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.*

REGULAR BOARD MEETING

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

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

Staff Present: Sarah Zimmerman, Michele Mong, and Michelle Snyder.

I. REVIEW OF MINUTES

The Board approved the minutes of the **September 24, 2018** Board meeting.

Motion by Durnwald, Second by Amor. Motion carried. **18-10-01**

II. FINANCIAL REPORTS

Michele informed the Board the summary report for the investments with West CON COG will accompany her financial reports each month. She also shared the interest rates for each CD. Michele mentioned the SCBDD will be receiving a cost settlement for CY14, which the Finance Committee will meet to discuss.

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

Motion by Amor, Second by L. Fox. Motion carried. **18-10-02**

III. REPORTS AND RESOURCES

The following reports were reviewed with the Board:

A. **Superintendent Report**

Sarah informed the Board the Voc Hab State workgroup is going well. It is a massive project to wrap minds around. It was initially thought the older population would be the group to be the most impacted by the rule, but that is not the case. Rather, the 18 through 29-year-old population will be impacted by it the most. Discussion ensued regarding any historical data which shows the demographics have changed over the years.

B. **Human Resources Report**

C. **Program Reports**

Sarah shared she anticipated an influx of referrals to take place with school starting back up, but did not expect it to be as high as 29. She indicated she is having the team look into educational opportunities to better support common referral sources.

D. **Correspondence**

Nothing to report this month

E. **Educational Resources**

1. SSI Payment Increases for 2019

Sarah provided this educational piece as awareness.

F. **Calendar of Events**

1. November 12, 2018 – Veteran’s Day – Facility closed
2. **November 19, 2018 at 5:15 p.m.** – Next Board Meeting (This is a week early)

IV. OLD BUSINESS

A. **Metro Housing Discussion and Update**

Sarah met with Aaron Lichtenauer and his supervisor from the Department’s Housing and Capital Program, and had them review SCBDD’s master contract and tour some of the Homes. They shared SCBDD can apply for Community Capital Housing Assistance for funds the housing corporation can receive for repairs. This program will require a partnership with a housing corporation to be eligible. The funds can be used for big scale capital improvements but will require a 15-year locked-in commitment. Sarah shared Aaron agreed at least one of the homes should be sold. Sarah indicated she will be recommending to Metro Housing Authority to sell three of the houses due to the significant need of repairs. Discussion ensued regarding the process to sell the houses.

B. **2019 Budget Updates**

The Budget Commission certified the funds as presented at the last meeting. Sarah informed the Board she has not heard anything further from the Commissioner’s office since Michele advanced the budget. She indicated there are a few unknowns at this time which may cause adjustments to the 2019 budget. There is a potential for NMT waiver rate changes, an increase in our waiver enrollments, and allocation from the County regarding Workers’ Compensation fees and Auditor/Treasurer fees.

C. Building Updates

The restroom renovation is going well, and the crew has reported they are two weeks ahead of schedule. Brick damage was discovered under the School of Hope canopy area and the team is currently seeking quotes for repair. SCBDD is also seeking quotes for cleaning of the rafters in the production area. The sink in the School of Hope cafeteria is pulling away from the countertops, resulting in us looking at potentially renovating the kitchen next year. WSOS Senior Center is looking to build or move into a new site, with preference to move into an existing location within the community. Sarah is working on scheduling a meeting with them to discuss what we have to offer.

V. NEW BUSINESS

A. Contracts

1. ACC Managed Service Agreement

The Board approved the 2019 ACC Managed Service Agreement.

Motion by L. Fox, Second by Ellenberger. Motion carried. **18-10-03**

B. Health Insurance Renewal

The Board approved the medical insurance two-year locked renewal rate of 9.5%.

Motion by Ellenberger, Second by J. Fox. Motion carried. **18-10-04**

C. Parking Lot Asphalt Repairs

Sarah shared it has been four years since the last parking lot asphalt update. There is a significant repair needed by the dumpster area, which was discovered during the quoting process. Three quotes came in but only two are inclusive of the significant repair. Kent Weickert abstained from the vote due to having a relationship with one of the companies who quoted.

The Board approved the quote from 7L Construction, LLC at a cost not to exceed \$34,900 to repair the parking lot asphalt.

Motion by J. Fox, Second by Havens. Motion carried. **18-10-05**

D. OACB Delegate Assembly Resolution

Sarah explained OACB established a fee schedule for membership dues in 2006 and it has not been increased since that time. OACB is sending a resolution to the Delegate Assembly for approval. Sarah shared Sandusky County is one of seventeen counties, who will be moving up two categories. Due amounts will be phased in over two years, moving us up one category each of those years. Discussion ensued regarding the establishment of OACB’s base fee structure.

1. Delegate Assembly Representative

The Board approved Sarah Zimmerman, Superintendent, to represent SCBDD at the annual Delegate Assembly on Wednesday, November 28, 2018.

Motion by Havens, Second by Durnwald. Motion carried. **18-10-06**

2. OACB Membership Dues

The Board supported an affirmative vote for the proposed resolution 2018-01 outlining annual membership dues for OACB.

Motion by Durnwald, Second by Amor. Motion carried. **18-10-07**

E. 2018 Board Planning Surveys

Sarah asked each Board Member to complete the planning survey and return them to either Michelle Snyder or herself. Michelle will send out an electronic version as well for those who prefer the electronic method.

VI. BOARD POLICY REVIEW

A. SCBDD Policies (New)

RECOMMENDATION: The Board approves the new SCBDD policies:

- *Chapter 2, Section 8: Pre-Admission Screening and Resident Review (PASRR)*
- *Chapter 4, Section 4: Waiting List*

Motion by Amor, Second by L. Fox. Motion carried. **18-10-08**

VII. **EXECUTIVE SESSION**

No Executive Session held tonight.

VIII. **ADJOURNMENT**

The Board adjourned the meeting of **October 22, 2018** at **6:17 p.m.**

Motion by L. Fox, Second by Ellenberger. Motion carried. **18-10-09**

Laurie Fox, Recording Secretary of the Board

Michelle Snyder, Clerk to the Board