

**SANDUSKY COUNTY BOARD
DEVELOPMENTAL DISABILITIES**

November 19, 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 **5:15 p.m.** and roll call was taken.

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

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

Kent asked the Board members if they were able to log into their tablets. He mentioned they were more efficient and wondering if anyone was experiencing any issues.

I. REVIEW OF MINUTES

The Board approved the minutes of the **October 22, 2018** Board meeting.

Motion by Durnwald, second by Amor. Motion carried. **18-11-01**

II. FINANCIAL REPORTS

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

Motion by Amor, second by L. Fox. Motion carried. **18-11-02**

III. REPORTS AND RESOURCES

A. **Superintendent Report**

The Voc Hab work group researched the processes of other states and spoke with their teams. They will be reconvening in December. Ohio is being looked at to pave the way. Director Martin cautioned to be careful on what questions are posed to CMS.

Director Martin will be retiring with the new administration. We will learn more in the next few weeks.

B. **Human Resources Report**

Sarah pointed out we are down to two transportation staff. We are also evaluating the case loads of the SSA department due to a pending resignation of intermittent staff.

C. **Program Reports**

In the past few months we were experiencing low referral numbers in the Early Intervention Dept. They started doing outreach and are seeing the numbers start to increase. We have met with DJFS to discuss how we can collaborate further in the future.

Regarding Buildings and Grounds, the weather has not cooperated so the asphalt repairs are being pushed back to the Spring.

D. **Correspondence**

1. Letter of Support: Bellevue Playground
Sarah indicated she will be sending a similar letter of support to Kiwanis.

E. **Educational Resources**

1. 4th Quarter Report to the Commissioner's
Sarah informed the Board the Commissioner's determined they do not need to meet with us regarding the 2019 budget. During this meeting, Sarah highlighted items for them so they are more familiar with our services. The incoming treasurer was given a tour of the facilities and in-serviced on the services and scope SCBDD covers.

Tim inquired who was on the Budget Commission and if there were any more discussion regarding SCBDD finances from them. Sarah informed the Board the Auditor, Prosecuting Attorney, and the Treasurer make up the Budget Commission and there have not been any informative discussion relayed to the SCBDD. Sarah continued to inform there is a common initiative throughout the State with Auditors analyzing DD funds and budgets.

2. Step Up to Quality Annual Report Review
Sarah noted this report was released to us 11 months after the fact.
3. White Paper: ICF Status Report
It was noted this is the Dept.'s proactive approach to inform CB's of where they are at with ICF numbers. DRO's lawsuit is still active.
4. Partnership with Croghan Colonial Bank

5. Ohio School Safety Training Grant
This grant allows for \$2500.00 to be used for safety equipment in the classrooms.
6. Special Olympics Accreditation

F. Calendar of Events

1. November 22, 2018 & November 23, 2018 – Thanksgiving Holiday – Facility closed
2. OACB Annual Convention: November 28, 2018 – November 30, 2018
3. Council sponsored Holiday Party: Saturday 12/08/2018 2:00-4:00
4. Council sponsored Staff Holiday Breakfast: Wednesday 12/05/18 (Alternate day: Thursday 12/06/18) - Board invited – please RSVP
5. Holiday Break: December 24, 2018 & December 25, 2018 – Facility closed
Limited staffing: December 26, 2018 – December 28, 2018
December 31, 2018 – January 1, 2019 – New Year’s Eve and Day – Facility closed
6. January 21, 2019 – Martin Luther King Day – Facility closed
7. **Next Board Meeting: January 28, 2018 at 5:15 p.m** Annual Organizational Meeting / Regular Board Meeting

IV. OLD BUSINESS

A. Sandusky Co. Metropolitan Housing Authority

Sarah informed the Board she met with the Executive Director, maintenance, and other staff at the SCMHA to sit down and work collaboratively. The SCMHA Board is in approval of selling the Jefferson Home.

The Board approved selling the 114 S. Jefferson home shared with the Sandusky Co. Metropolitan Housing Authority.

Motion by L. Fox, second by Ellenberger. Motion carried. **18-11-03**

The master agreement with the SCMHA has been in place since 1992 and will be updated. This was discussed at the Finance Committee meeting.

B. 2019 Budget Updates

Sarah noted this motion is being presented for dual purposes. To improve efficiency, we would like to move deposits from the Board to monthly instead of semi-annually. In addition, in moving to monthly, recommending the Board make it a round even number. Weickert felt it should be rounded up to the nearest \$5.00 increment. The Finance Committee reviewed it previously and was in approval of recommendation of rounding it to \$100.00 per month.

The Board approved monthly deposits for employees enrolled in the SCBDD HSA health insurance plan in the amount of \$100.00 per month.

Motion by Ellenberger, second by J. Fox. Motion carried. **18-11-04**

C. Building Updates

The Board approved the quote from Mid-American Cleaning Contractors at a cost not to exceed \$960,000 for rafter cleaning in the production and warehouse areas.

Motion by J. Fox, second by Durnwald. Motion carried. **18-11-05**

V. NEW BUSINESS

A. Contracts

1. ECI 2019 Room and Board Agreement

Sarah reviewed some of the proposed revisions to the new contract, which included the 2019 Social Security Cost of Living increase and a set number of beds.

The Board approved the 2019 Room and Board contract with ECI for HCBS Waiver Recipients living in a licensed facility.

Motion by Durnwald, second by Amor. Motion carried. **18-11-06**

B. Sandusky County Project Lifesaver

Sarah explained Project Lifesaver to the Board. Promedica sponsored \$15,000.00 towards the purchase of some of the equipment. The project is short on the funds to kick this off by January.

The Board approved \$10,000.00 for the development of Project Lifesaver for Sandusky County and initial equipment purchases.

Motion by Amor, second by L. Fox. Motion carried. **18-11-07**

C. 2014 Cash Settlement & 2016 Waiver Reconciliation

Sarah informed the Board the 2014 cash settlement received is a refund of money overpaid for waiver matches throughout the year. The Finance Comm. discussed and felt it should be invested with West CON COG.

The Board approved transferring the 2014 cash settlement and 2016 Waiver Reconciliation to West CON COG for a long-term investment in the amount of \$500,000.00.

Motion by L. Fox, second by Ellenberger. Motion carried. **18-11-08**

D. Electronic Sign

The motion was tabled by the Board. The Board agreed the sign is beneficial and look nice; however, it was asked to investigate a different communication method other than cellular. More information and other quotes are preferred.

E. 2019 Calendars

1. 12-month Employee Calendar

The Board approved the 2019 12-month Employee Calendar as presented.

Motion by Ellenberger, second by J. Fox. Motion carried. **18-11-09**

2. Draft 2019 SCBDD Board Calendar

The Board reviewed the draft Board calendar for 2019.

VI. **BOARD POLICY REVIEW**

A. **SCBDD Policies (Revised)**

The Board approved the revised SCBDD policies:

- *Chapter 1, Section 12: Granting of Experience for Placement on Salary Schedule*
- *Chapter 5, Section 2.12: Onboarding Period*
- *Chapter 5, Section 3.02 Pay Periods*
- *Chapter 5, Section 3.04 Inclement Weather*

Motion by J. Fox, second by Durnwald. Motion carried. **18-11-10**

VII. **EXECUTIVE SESSION**

No Executive Session held tonight.

VIII. **ADJOURNMENT**

The Board adjourned the meeting of **November 19, 2018** at **6:58 p.m.**

Motion by Durnwald second by Amor. Motion carried. **18-11-11**

Laurie Fox, Recording Secretary of the Board

Michelle Snyder, Clerk to the Board