

**SANDUSKY COUNTY BOARD  
DEVELOPMENTAL DISABILITIES**

**JANUARY 24, 2022  
ANNUAL ORGANIZATIONAL MEETING  
MINUTES**

**ORGANIZATIONAL MEETING**

Cheryl Durnwald called the annual organizational meeting of the Board to order at **5:14 p.m.** and roll call was taken.

**Present:** Cheryl Durnwald, Jody Amor, Jim Fox, Shane Dyer and Deb Didion. Tim Ellenberge was excused. Parker Inks attended virtually as a guest.

**Staff Present:** Michelle Snyder and Michele Mong. Sarah Zimmerman was excused.

**WELCOME GUESTS**

No guests were in attendance.

**AGENDA:**

- 1. INTRODUCTION OF 2022 BOARD MEMBERS**
- 2. ELECTION OF SCBDD BOARD OFFICERS FOR 2022 – PRESIDENT, VICE-PRESIDENT, AND RECORDING SECRETARY**

The Board approved the following slate of officers:

**Cheryl Durnwald** as President

**Jody Amor** as Vice President

**Jim Fox** as Recording Secretary

Motion by Didion, second by Dyer. Motion carried. **22-01-01A**

**3. BOARD APPOINTMENTS FOR ETHICS COUNCIL 2022**

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

**Jody Amor, Tim Ellenberger, Deb Didion**

Motion by Dyer, Second by Fox. Motion carried. **22-01-02A**

**4. BOARD APPOINTMENTS FOR FINANCE/INSURANCE COMMITTEE 2022**

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

**Tim Ellenberger, Jim Fox, Cheryl Durnwald**

Motion by Dyer, Second by Didion. Motion carried. **22-01-03A**

**5. REVIEW AND COMPLETION OF FORMS:**

- a. Board Member Declarations
- b. Confidentiality Verification
- c. MUI and Abuser Registry training
- d. Rights for a Person with DD
- e. SCBDD's Mission, Vision, and Core Values
- f. Ohio Ethics Law Acknowledgement
- g. Officer Duties Form

**6. APPROVE THE 2022 BOARD MEETING CALENDAR**

The Board approved the 2022 Board Meeting Calendar.

Motion by Fox, Second by Dyer. Motion carried. **22-01-04A**

**7. ADJOURN**

The Board adjourned the Annual Organizational meeting of **January 24, 2022** at **5:18 p.m.**

Motion by Dyer, Second by Amor. Motion carried. **22-01-05A**

**SANDUSKY COUNTY BOARD  
DEVELOPMENTAL DISABILITIES**

**January 24, 2022**

**REGULAR MEETING MINUTES**

*\*\*Note – Ethics Council met prior to the start of the regular meeting to discuss and approve the Direct Services Contracts submitted to full Board for approval.*

Cheryl Durnwald called the regular meeting of the Board to order at **5:18 p.m.** and roll call was taken.

**Present:** Cheryl Durnwald, Jody Amor, Jim Fox, Shane Dyer, and Deb Didion. Tim Ellenberger was excused. Parker Inks attended virtually as a guest.

**Staff Present:** Michelle Snyder and Michele Mong. Sarah Zimmerman was excused.

**WELCOME GUESTS**

No guests were in attendance.

**I. REVIEW OF MINUTES**

The Board approved the minutes of the **November 22, 2021** Board meeting.

Motion by Fox, Second by Didion. Motion carried. **22-01-01B**

**II. FINANCIAL REPORTS**

Durnwald inquired if the EFMAP will continue. Michele Mong stated it would through 6/30/22.

The Board accepted the **November and December 2021** Financial Reports as submitted.

Motion by Amor, Second by Fox. Motion carried. **22-01-02B**

**III. REPORTS AND RESOURCES**

**A. Superintendent Report**

Cheryl Durnwald would like to see pictures after the MSY home is completed. Jim Fox suggested having a board meeting there in the future.

**B. Human Resources Report**

**C. Program Reports**

**D. Correspondence**

**E. Educational Resources**

1. New DODD Director
2. ODE Audit FY20 Annual Report
3. Provider Relief Payments Article
4. OSHA ETS & CMS Mandates Article
5. Commissioner's Meeting 4<sup>th</sup> Qtr. Report

**F. Calendar of Events**

1. February 21, 2022 – President's Day – Facility Closed
2. **Next Board Meeting: February 28, 2022 at 5:15 p.m.** Regular Board Meeting

IV. **OLD BUSINESS**

V. **NEW BUSINESS**

**A. Annual Reports**

1. 2021 Reports
  - a. Strategic Plan Progress Report
  - b. 2021 Annual MUI Report
  - c. 2021 Year-end Reviews
    1. School of Hope
    2. Service and Support Administration
    3. Community Relations
2. 2022 Reports
  - a. Continuity of Operations Plan
  - b. Table of Organization

**B. Contracts**

**1. Direct Service Contracts / Outside Employment**

The Board approved the following contracts:

*See attachment for listing of contracts*

Motion by Fox, Second by Dyer. Motion carried. **22-01-03B**

**C. DD Awareness Month Resolution 2022-01**

The Board resolved to declare the month of March 2022 as “Developmental Disabilities Awareness Month” (*See Resolution for signatures*).

Motion by Amor, Second by Didion. Motion carried. **22-01-04B**

**D. Cash Forecast Discussion**

Michele Mong provided the board with explanations on increased revenue. The AMP Pipeline provided additional revenue, local revenue was higher due to a reimbursement from GLCAP, and the receipt of a waiver reconciliation.

**E. Budget Increase**

The Board approved to increase the Board of DD fund line item 22510.061.550 by \$10,000.00.

Motion by Dyer, Second by Fox. Motion carried. **22-01-05B**

**F. Reserve Fund Increase**

The Board approved to transfer \$702,572.00 to the Reserve Fund 22511 from the Board of DD General Fund 22510.

Motion by Didion, Second by Fox. Motion carried. **22-01-06B**

**G. Capital Improvement Fund Increase**

The Board approved to transfer \$541,584.59 to the Capital Improvement Fund 22600 from the Board of DD General Fund 22510.

Motion by Dyer, Second by Amor. Motion carried. **22-01-07B**

**VI. BOARD POLICY REVIEW**

**A. SCBDD Program Policies Review (Board related)**

1. Chapter 1 Administration / Section 3 “Ethics Council”
2. Chapter 1 Administration / Section 2 “Board Operations, Powers, and Duties”

**B. SCBDD Policies Review (Revised)**

The Board approved the revisions to the following policies:

- *Chapter 3, Section 8: Lockout-Tagout*

Motion by Amor, Second by Dyer. Motion carried. **22-01-08B**

**VII. EXECUTIVE SESSION**

No Executive Session was held.

**VIII. ADJOURNMENT**

The Board adjourned the meeting of **January 24, 2022** at **5:45 p.m.**

Motion by Dyer, Second by Didion. Motion carried. **22-01-09B**