

Record of Proceedings

MINUTES OF RICHLAND COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Meeting Held Administration Building Date January 27, 2021

Minutes of the Richland County Board of Developmental Disabilities held Wednesday, January 27, 2021, at 11:30 a.m. at the Administration Building, 314 Cleveland Avenue, Mansfield, Ohio.

ROLL CALL

The following Board Members were present:

- Mr. Stephen Swank
- Mr. Michael Howard
- Mrs. Amanda Chapman
- Mrs. Tera Myers
- Ms. Regina Jefferson
- Mr. Mike Ziegelhofer

Also in attendance:

- Mrs. Michele Giess, Superintendent
- Ms. Alicia Bailey, Director of Human Resources and Finance
- Mrs. Melissa Cole, Executive Administrative Coordinator

Mr. Swank welcomed everyone and called the organizational meeting to order.

ELECTION OF OFFICERS—MOTION

- A. Stephen C. Swank, President.**
- B. Richard H. Otto, Vice-President.**
- C. Michael J. Howard, Secretary.**

Mr. Howard made a motion to accept the slate of officers for 2021: Stephen Swank-President, Richard Otto-Vice-President, and Michael Howard-Secretary. Mr. Ziegelhofer seconded. Motion carried unanimously.

POLICY GOVERNANCE/RULES FOR CONDUCT OF BUSINESS

There were no changes made or proposed to the Policy Governance/Rules for Conduct of Business. Mrs. Chapman made a motion to accept the Policy Governance/Rule for Conduct; Mr. Howard seconded. Motion carried unanimously.

COMMITTEE APPOINTMENTS (COPY OF 2020 ENCLOSED)

The following committee appointments were made:

- Ethics Committee—Richard Otto, Michael Howard, Mike Ziegelhofer
- Audit Committee—Stephen Swank, Amanda Chapman, Mike Ziegelhofer
- Nominating Committee—Stephen Swank, Richard Otto, Amanda Chapman

PROPOSED 2021 BOARD MEETING DATES AND TIME (ENCLOSURE)

Mrs. Myers made a motion to approve the following meeting dates at 11:30 a.m.; Mr. Ziegelhofer seconded. Motion carried unanimously.

| | |
|-------------------|--------------------------|
| January 27, 2021 | July, 2021—no meeting |
| February 24, 2021 | August 25, 2021 |
| March 24, 2021 | September 22, 2021 |
| April 28, 2021 | October 27, 2021 |
| May 26, 2021 | November 17, 2021 |
| June 23, 2021 | December 2021—no meeting |

ADJOURNMENT

Mr. Swank made a motion to adjourn the organizational meeting; Mr. Howard seconded. Motion carried unanimously and the meeting was adjourned.

REGULAR MEETING

ROLL CALL

The following Board Members were present:

- Mr. Stephen Swank
- Mr. Michael Howard
- Mrs. Amanda Chapman

Record of Proceedings

MINUTES OF RICHLAND COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Meeting Held Administration Building Date January 27, 2021

Mrs. Tera Myers
 Ms. Regina Jefferson
 Mr. Mike Ziegelhofer

Also in attendance:

Mrs. Michele Giess, Superintendent
 Ms. Alicia Bailey, Director of Human Resources and Finance
 Mrs. Melissa Cole, Executive Administrative Coordinator

Mr. Swank welcomed everyone and called the regular meeting to order.

APPROVE AGENDA OF JANUARY 27, 2021

Mr. Howard made a motion to approve the agenda; seconded by Mrs. Chapman. Motion carried unanimously.

CONSENT AGENDA

There being no changes to the consent agenda, Mr. Ziegelhofer made a motion to approve; Mrs. Myers seconded. Motion carried unanimously.

A. Board.

1. Minutes of November 18, 2020.

2. Board Refreshments—Resolution.

The Richland County Board of Developmental Disabilities, as witnessed by the signatures below, by a clear majority of the Board Members present for the January 27, 2021, Board meeting, hereby resolves, in accordance with Ohio Attorney General Opinion No. 82-006, that Board funds may be expressly utilized for the purchase of coffee, meals, refreshments, and other amenities for its officers, employees, or volunteers in the completion of their assigned duties or responsibilities. Such expenditures are necessary, on occasion, to further a public purpose in the general operation of Richland County Board of Developmental Disabilities. A public purpose may include, but not be limited to, employee development activities, employee recognition events, and certain routine meetings for employees or others that may be enhanced by such amenities.

3. Contracts—Resolution.

The Richland County Board of Developmental Disabilities, as witnessed by the signatures below, by a clear majority of the Board members present for the January 27, 2021 meeting, hereby approves the following memorandums of understanding and expense and revenue contracts:

CONTRACTS < \$75,000.00:

Lind Media Company, Five Billboards in March and October 2021, 01/01/2021—12/31/2021: Not to Exceed \$5,630.00.

NEON COG, Addendum-Additional Fees on Credit Card Services, 01/01/2021—12/31/2021: Not to Exceed \$6,000.00.

Wise Medical Staffing, Substitute Nursing Services, 01/01/2021—12/31/2021: Not to Exceed \$10,000.00.

Central Start Nursing, Substitute Nursing Services, 01/01/2021—12/31/2021: Not to Exceed \$10,000.00.

Linda Remy, Photography, Printing, Design, Recognition, 01/01/2021—12/31/2021: Not to Exceed \$1,000.00.

CONTRACTS > \$75,000.00:

I Am Boundless, Addendum-Charges, Rents, and Payments for Individuals, 01/01/2021—11/30/2022: Not to Exceed \$150,000.00.

Pediatric Development Center, Resubmit for Amounts and Term Increase, 01/01/2021—12/31/2023: Not to Exceed \$499,832.00 per year.

Record of Proceedings

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Meeting Held Administration Building Date January 27, 2021

MEMORANDUMS OF UNDERSTANDING:

Dr. Kmieck, \$0 Dental Clinic for Residential Residents, 01/01/2021—12/31/2021.
North Central State College, Accept Practicum Students at Newhope, 01/01/2021—06/30/2025.

REVENUE:

OhioHealth Hospice, Medicaid Room and Board Reimbursement, 03/01/2021—02/28/2023: Total Contract Not to Exceed \$500.00 per day.
Ohio Heartland Community Action, PT Services for Consultation and Training in OHCAC Preschool Program, 01/01/2021—12/31/2021: Compensation Not to Exceed \$4500.00.
Richland County Board of Commissioners, Grant for Purchase of Equipment, Supplies & Subscription Plans for Covid-19, 03/13/2020—12/30/2021: Award Amount was \$30,375.72.

BOARD EDUCATION

A. OACBDD Board of Trustees Update—Steve Swank (Enclosure).

Mr. Swank provided a copy of the minutes from the November 20, 2020 OACBDD meeting and these minutes were included in the board packet. He updated that OACBDD continues to meet via Zoom. Mr. Swank and Mrs. Giess participated in the delegate assembly in November 2020. There have been some changes in the OACBDD board members and they have added a board member who has a disability. The next meeting is scheduled for February 8, 2021 and will include their organizational meeting.

B. Financial Reports.

1. **November.**
 - a. **Cash Balance.**
 - b. **Summary of Revenue and Expenditures.**
 - c. **Expenditures: Month/YTD vs Budget.**
 - d. **Revenue: Month/YTD vs Budget.**
 - e. **Revenue: Month/YTD—Federal/State/Local.**
2. **December.**
 - a. **Cash Balance.**
 - b. **Summary of Revenue and Expenditures.**
 - c. **Expenditure: Month/YTD vs. Budget.**
 - d. **Revenue: Month/YTD vs. Budget.**
 - e. **Revenue: Month/YTD—Federal/State/Local.**
 - f. **COG Revenue and Expense.**

The financial reports were reviewed and discussed. Ms. Bailey reported the total fund balance as of December 31, 2020 is \$31,928,709. Expenditures were at 85.70% and Revenue was at 112.05%, the target for both is 100%. Ms. Bailey explained fiscal is still processing December invoices and revenue was up due to the COVID grant that was received. Mrs. Giess mentioned the halt to the pipeline construction and that we aren't sure how this will impact RCBDD since funds from this were included in projected revenue in the 2021 budget.

POLICY DISCUSSION

A. Board Self-Assessment Against Board Means Policies (according to the monitoring schedule).

1. **Accountability of the Superintendent—Policy 4.2.**
2. **Global Executive Constraint—Policy 2.0.**

The policies were reviewed and there were no concerns.

ASSURANCE OF SUCCESSFUL SUPERINTENDENT PERFORMANCE

A. Receipt of Monitoring Report—Financial Planning/Budgeting—Policy 2.4 (Nov) and Emergency Superintendent Succession—Policy 2.9 (Dec), Challenges Monitoring (if any); Vote on Compliance.

Mrs. Giess' monitoring report was received on time. Mrs. Chapman moved that Policies 2.4 Financial Planning/Budgeting and 2.9 Emergency Superintendent Succession are in compliance; seconded by Mr. Swank. Motion carried unanimously.

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B. New Operational Worries (Enclosure).

Mrs. Giess provided a handout and updated the board on the impacts of the COVID-19 Pandemic. She explained that the end of 2020 brought an increase in cases to staff and the individuals supported by the county board. Due to a staffing shortage, those living at Evelyn were moved to Woodville and those living at Justine were moved to Raintree. Additionally a stipend was offered to non-residential staff to cover shifts and provide support in residential. Mrs. Giess updated the board on the vaccination clinics for individuals supported by the board as well as staff working in residential. She also provided an update on the financial impact of COVID on the agency. The state is no longer providing financial support for the Family Resources program, however Richland County board has continued to fund this program. Additionally funds were used to purchase personal protective equipment, provide FBI and BCI background checks to providers, and to provide grants to providers who have been financially impacted by COVID (increased overtime and other COVID expenses). Mr. Howard asked about staff's response to receiving the vaccine and Mrs. Giess said about 40% of the residential staff have had the vaccine. Mrs. Myers expressed concerns about the mental health of those who live in residential as they are impacted by the isolation of quarantine. Mrs. Giess explained it has been tough and after the 2nd vaccine is administered, residential hopes to resume the previous visitation guidelines for individuals and families that are vaccinated. Additionally, there is a push to expand the numbers for adult day services attendance.

C. Next Monitoring Report.

1. **No report due.**

COMMUNITY LINKAGE

A. Topics for Board Education.

Mrs. Giess shared the proposed schedule for board education. The state is allowing county boards to choose their own topics this year but they may make some suggestions. The training topics include overviews of each department to help familiarize the board members with the agency and how it operates. State suggested topics will also be available online for anyone who would like the additional training.

ANNOUNCEMENTS

Mrs. Giess discussed the option of transitioning to sending out electronic copies of the board packets instead of mailed copies. She also suggested having tablets available at the meeting for members to view the meeting documents. Some board members expressed their preference of a paper copy. It was agreed upon that electronic copies will be sent out prior to the meeting and paper copies will be available at the meeting.

ITEMS FOR NEXT AGENDA

Next month's board training will be provided by Julie Litt, Director of Education and Therapy Services.

COMMENTS FROM FLOOR

There were no comments from the floor.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

Mrs. Chapman made a motion to adjourn the meeting; Mrs. Myers seconded. Motion carried unanimously.

Stephen Swank, President

Michael J. Howard, Secretary

Melissa Cole, Secretary