

HIGHLAND COUNTY BOARD OF DD
April 21, 2020
6:00 PM REGULAR BOARD MEETING
Conference Call by Bridge Line

The Highland County Board of Developmental Disabilities met in a regular session at 6:00 pm, Tuesday, April 21, 2020 per Conference Call Bridge Line. Board Members present: Karen Adams Paul Pence, Michael Richards, Elizabeth Fryman, Cheryl Lyle, John Levo and Matthew Roberts.

Others present were Debra Buccilla, Superintendent, Sherry Burns, Executive Administrative Assistant, Elizabeth Brennfleck, Human Resource Director, Kraig Walker, Community Service Director, Kelli Williamson, SSA Director, Larry Gray, Operations Director, Suzie Janasov, Early Childhood Director, Stacy Hazelton, Education/PR Director, Lori Moore, Business Director.

ROLL CALL: Paul Pence, present; Elizabeth Fryman, present; Michael Richards present, John Levo, present, Matthew Roberts, present, Cheryl Lyle, present, and Karen Adams, present.

ADDITIONS TO AGENDA: NA

Reports:

Cheryl Lyle made a motion to accept the minutes for the January 21 Organizational Meeting, seconded by Paul Pence. All yea. Motion carried.

Roll Call: Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Cheryl Lyle, yea; Matthew Roberts, yea.

Cheryl Lyle made a motion to accept the minutes for the January 21 Regular Meeting, seconded by Paul Pence. All yea. Motion carried.

Roll Call: Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Cheryl Lyle, yea; Matthew Roberts, yea.

Elizabeth Fryman made a motion to accept the minutes for the February 18 Regular Meeting, seconded by Paul Pence. All yea. Motion carried.

Roll Call: Paul Pence yea; Michael Richards, yea; Karen Adams, yea; Elizabeth Fryman yea;

Matthew Roberts made a motion to approve the March 2020 monthly financial and expenditure report as presented, seconded by Michael Richards. All yea. Motion carried.

Roll Call: Paul Pence yea; Cheryl Lyle, yea; Michael Richards, yea; Matthew Roberts, yea; Karen Adams, yea; Elizabeth Fryman yea; John Levo, abstain

Cheryl Lyle made a motion to approve the April 2020 monthly financial and expenditure report as presented, seconded by Elizabeth Fryman. All yea. Motion carried.

Roll Call: Paul Pence yea; Cheryl Lyle, yea; Michael Richards, yea; Matthew Roberts, yea; Karen Adams, yea; Elizabeth Fryman yea; John Levo, abstain

Superintendent's Report

You have now been receiving my weekly reports for almost a month, since this entire crisis began. Our staff continue to work remotely with some reporting in on a staggered day/time schedule for duties which cannot be completed at home. I continue to be very proud of how all those we serve are receiving weekly "check in" contact to simply assure they are ok.

Counties across Ohio are being affected similarly however, being from a smaller county, we don't seem to have some of the major issues being experienced in the larger counties. One example is individuals being served getting COVID-19 and having a shortage of DSP's to work with them. Kelli will talk a little about our back up planning later.

Between DODD and OACB, there have been weekly telephone conferences scheduled to stay in touch and learn about issues being dealt with across the state. SSA Directors, HR Directors and others are doing these calls regularly and I have a daily Supt briefing via email with a 3:30pm call scheduled as needed.

Highland appears to be stable right now. I have reached out to Jared Warner several times just to check in. His only request has been to keep making the masks. We have provided those we serve as well as providers with the home-made masks as requested and extras are being dropped off at the EMA. Early on we acquired some disposable masks, gloves, wipes etc. which we have also made available to providers upon request. At this point we are having some difficulty finding cleaning supplies such as Clorox wipes.

In my report last week, I mentioned the wonderful "thank you" of a pizza lunch one of our staff did for Walmart & Kroger to celebrate the Hills & Dales Superheroes program. With an additional donation, pizza was also delivered to Save-a-Lot and Community Market. Everyone appreciates the ability to shop at these places and appreciates the workers being there.

Our scanning project is under way. The gym has been set up as a staging area and each dept is busy sorting their records for scanning etc. We are bringing staff in responsibly and are confident this can be accomplished with every precaution in mind.

We have developed back up plans for each administrative position and now are working on procedures for each dept. this was another task always put on the "back burner" which we finally can get done.

DODD and OACB continue to work on issues such as potential rate increase for providers as well as guidance documents for issues which have arisen along the way. We are appreciative for this assistance.

Just yesterday, Governor DeWine announced the continued closing of schools thru the end of the school year. This was good news to us considering the population we serve.

OLD BUSINESS: NA

NEW BUSINESS:

CARF Update- Kraig Walker

The Community First Division has earned a 3-year accreditation through CARF. This is the highest award that can be given to an organization, showing a level of confidence in the delivery of services.

To maintain the accreditation, there are a few areas that we must respond to in a Quality Improvement Plan.

1. In our Code of Ethics, we need to address contractual relationships and the witnessing of legal documents. This is simply a statement of who may enter into contracts on behalf of the County Board (Superintendent or Designee) and who may witness legal documents (i.e. a parent's divorce papers, guardianships, etc.).
2. IT- Although we have tested our systems for recovery, the recommendation is for the documentation of its effectiveness, areas of improvement, actions to be taken, results of the performance improvement plans, and any education and training of personnel evidenced in writing, including the analysis.
3. IT- Provide documented training on the technology we use. Examples may include how we are now providing remote services and using various technologies and securities. These trainings are now being sent by our IT team and include a certificate, which gives us the documentation needed.

As you can see, the recommendations for correction are minor details within our Policies/Procedures. There were no recommendations regarding the actual delivery of service.

Backup Plan for Individuals during Crisis- Kelli Williamson

The SSA Department has contacted several nursing facilities should providers be unable to provide services in the homes. (Crestwood, Heartland, Laurels, Hearth and Care Nursing Facility in Greenfield, Edgewood Manor in Greenfield)

In addition, we have contacted the ICF's in Hillsboro who could potentially take a few with an approved waiver of capacity.

At approximately 6:28 pm Karen Adams, President of the HCBDD moved to adjourn the meeting.

Prepared by: Sherry Burns, Executive Administrative Assistant

Karen Adams, Board President

Cheryl Lyle, Recording Secretary