HAMilton COunTY dEVELOPMENTAL dISABILITIES SERVICES

Our Mission: Promote and support opportunities for people with developmental disabilities to live, work, learn and fully participate in their communities

VIRTUAL BOARD MEETING
(per provisions within House Bill 197 enacted 03/27/2020)

Tuesday, October 13, 2020

BOARD MEMBERS PRESENT: Mr. Nestor Melnyk, President
Dr. Andy Magenheim, Vice President
Mr. Stephen J. Jones, Secretary
Mr. Alan Abes
Ms. Rene Eisele
Dr. Tasha Faruqui
Ms. Deana Taylor

Mr. Melnyk called the October 13, 2020 meeting to order at 5:04 p.m.

Mr. Melnyk asked for approval of the minutes of September 8, 2020 meeting.

Mr. Jones moved approval of the minutes of the September 8, 2020 Board meeting as presented. Ms. Eisele seconded the motion. The minutes were unanimously approved.

Mr. Melnyk asked for approval of the minutes of September 17, 2020 meeting.

Ms. Eisele moved approval of the minutes of the September 17, 2020 Board meeting as presented. Mr. Jones seconded the motion. The minutes were unanimously approved.

HEARING THE PUBLIC – By email

None

SUPERINTENDENT’S REPORT – Reported by Ms. Pavey

A. Welcome to New Superintendent

We are excited to announce that Leia Snyder has been appointed by the Board as the next superintendent of Hamilton County DD Services. Leia has experience in the MUI area when she worked at Southern Ohio COG and as the Quality Assurance manager at Butler County Board of DD. Leia is currently the Superintendent of the Ross County Board of DD. Congratulations to Leia and we look forward to her joining us on Nov. 16. We will be scheduling time for Leia to meet with all staff during her orientation period.
Special thanks to the Board of Directors who spent numerous hours on the search through many Zoom meetings and discussions. Thanks also goes out to the Board and to Shawn Garver, HR Director, who helped guide the Board through this important process. Leia will officially take on the role of Superintendent on Jan. 1, 2021.

B. Rest in Peace Rick Ratterman

On a more somber note, we are shocked and saddened by the sudden death of our dear friend and colleague, Rick Ratterman on Sept. 13, 2020.

Rick was a certified public accountant (CPA) who worked 19 years in public practice followed by 21 years at Hamilton County Developmental Disabilities Services. He began his career with HCDDS at the adult centers and later managed General Assembly. He was appointed Director of Budget and Administrative Operations in 2014. Rick’s leadership guided our agency finances through several difficult budget years and was directly responsible for the strong financial position our agency is in today.

Rick was married to Jen, “the love of his life,” for 38 years, and was father to Chad (Carrie), Kristi Guyer (Calvin) and Joe (Serena). He is the son of the late Bob and Phyllis Ratterman, brother to Bob (Emilie), Ed, and the late Charley (Debi) Ratterman. The family held a private memorial service. In lieu of flowers, memorials may be sent to the Donald A. Rudler Scholarship Fund at Thomas More University, 333 Thomas More Parkway, Crestview Hills, KY 41017.

We have posted the position of Budget Director and are scheduling interviews soon. Our new Superintendent, Leia, has agreed to take part in the interviews and hiring of the new director.

C. COVID-19 Update

As of Sept. 29, 2020, Hamilton County data on people we serve:

- 542 people tested
- 104 positive
- 435 negative
- 3 pending
- 53 average age
- 4 deaths

As of October 2, 2020, DODD data from the state for people we serve:

- 781 people reported MUIs
- 261 positive
- 3 pending
- 53 average age
- 54 deaths
- 68 counties and 3 Developmental Centers reported COVID cases
D. Schools Update

Rost enrollment is at 33 (22 in person, 7 remote learners, plus 4 in-person at satellite)
Fairfax enrollment is at 28 (19 in person, 9 remote learners)

We have had one staff who has tested positive for COVID-19 and is now in quarantine
at home. Two other staff who had close contact are getting tested and quarantining in
their homes. All families and staff were immediately notified including our contact at
the Hamilton County Department of Health. All sanitation of the common areas has
been completed.

E. Help Me Grow

The Ohio Department of Developmental Disabilities (DODD) has analyzed Hamilton
County Early Intervention’s state fiscal year 2020 data related to the Timely Receipt of
Services (TRS) as required by 34 CFR §303.20, §303.342(e) and §303.344(f)(1). In
completing this analysis, DODD staff extracted data for child records with new Early
Intervention services added to IFSPs with a delivery deadline from Jan. 1 through
March 31, 2020. DODD’s analysis indicated that Hamilton County’s SFY20 TRS
baseline compliance percentage is 100%. We are very happy to get this report.

F. OABC Annual Convention

The Annual OACB convention will be entirely virtual this year. There will be regular
sessions geared to the various disciplines as usual. The sessions will be at no cost
unless people want CEUs for their credentials. We will get out the schedule of
sessions once they are released by OACB.

G. Corona Blues Busters

An SSA passed on this positive feedback with respect to the Corona Blues Busters
(Connections Meet Ups) that ALIFE’s Community Navigators created and now host:

“Hello, I wanted to pass on some feedback about the Zoom Connection Hour from a
mother of one of the individuals on my caseload. I have been sending them
information about the meetings each month and her son continues to enjoy
them. Thank you both for scheduling and hosting these meetings! (Her son) LOVES
the HCDDS Zoom meetings! He has made a few new friends and really enjoys the
interaction. He looks forward to his Zoom meetings! It's been wonderful to see him go
from not talking much to really talking, laughing and participating!”

ALIFE continues to hear great feedback about the difference these efforts are making.
From day one that ALIFE Staff were asked to work offsite for COVID-19 safety, they
have committed to exceed whatever good they would have done for people served
from the more regular office work!

Great work to Eric and his team!

H. ZOOM Phone

After many months of product reviews and a redesign of our needs, we have finally
decided on a replacement to our Skype for Business phone system. Our current phone
solution, installed in 2012, needed replacement due to aging backend hardware.
During the life of our current system, we had a major software update in late 2014 and a final minor update in 2016. We have used the existing hardware since it was installed eight years ago. Our requirements changed after the pandemic hit, and we needed a solution that came with online collaboration and was easy to use. After evaluating Teams, 8x8, Skype for Business 2019, and Verizon, we decided on Zoom phone. Zoom’s ease of use and identical capability between the desktop client and mobile phone app, gave us the ease we were looking for. It will become a single pane of glass for use with staff. All Zoom accounts (even the unpaid versions) come with Zoom Chat and the basic ability to share your screen with one person. The ability to hold an online meeting with up to 100 people for 40 minutes is also free of charge. There is effectively no cost to move into Zoom phone. Other solutions had price tags of up $50,000 to provide the necessary steps to move into their products. Zoom’s support team will provide the porting tasks and assist us with setup at no cost. We will need to purchase updated desk phones for those who need them, but there are not many of those (around 20). The cost to add on Zoom phone to our existing Zoom account is about what we were paying for our monthly phone service and maintenance costs for phone hardware. Our Zoom phone testers each gave positive comments on their experience with Zoom phone. We used testers from IT department, members of the Planning, Innovation, and Quality team, and Medicaid, Contracts and SSA department. They tested for approximately two months and each had good experiences. We are looking to make the final port of phone numbers into Zoom phone on Veterans Day.

I. STARPOINT / Northside scanning project Update

The Northside Scanning project began last week with the pickup of our first set of documents. The first set of documents collected were the MUIP documents. Those were the most organized/sorted than the other documents found at Northside. Both Starpoint and members of our IT Department felt those would be the easiest to scan and digest into our KnowledgeLake environment. Starpoint felt it will take them a few weeks to scan the documents and present them back to us in a manner to upload into our system. The next group of documents to be collected will be the individual case files as well as the old microfilm. This will be the largest and least organized of the documents stored at Northside. The vast majority of these documents are found unboxed on the shelves around the file room. We expect this project will continue for the next couple of months, and there will be at least three more document pickups (including the individual case files). Starpoint feels they will be able to collect all the paper documents, scan, and deliver the electronic copies to us by the end of the year.

J. Housing Projects Update

The Request for Proposal (RFP) to find providers for our two licensed homes went out this week. We will highlight this opportunity in our provider meeting this week and it is posted on our website. There is a virtual Q&A session for providers on Oct. 14.

Current work for the facilities includes selecting furniture, pulling permits and preparing for the start of construction at each location.

K. Future Events

10/9/10 – The Role of Ableism in Perpetuating Healthcare Inequities Webinar, 1–3 p.m.
10/27/20 – Trusts & STABLE Accounts Webinar, 6:30 – 8:30 p.m.
11/03/20 – Neighbors in Action, Advocacy for Teens/Adults, 10 a.m.
11/11/20 – Veterans Day - all HCDDS Offices and Schools are closed
11/16/20 – Leia Snyder's first day
11/17-19 – OACB Virtual Convention
11/25/20 – Thanksgiving Recess Begins - Schools are closed
11/26-27 – Thanksgiving Observed - All HCDDS Offices are closed.

L. Board in-service

2021 Budget in-service will be presented by Jen Meadows and Paul Hartfiel.

COMMITTEE REPORTS

None

FINANCIAL REPORT – Reported by Mr. Hartfiel

Mr. Hartfiel reviewed the financial report for September 2020.

Approval is requested for actual operating expenses of $3,551,549 for the month of September 2020 with cumulative totals amounting to $64,116,349 as confirmed by the Hamilton County Cash Disbursement Journal.

Mr. Jones moved that the Board approve the actual operating expenses for the month of September 2020. Ms. Taylor seconded the motion and it passed unanimously.

Approval was requested for estimated operating expenses of $2,841,559 for the month of November 2020, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal.

Dr. Magenheim moved that the Board approve the tentative operating expenses for the month of November 2020. Ms. Taylor seconded the motion and it passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Ms. Pavey requested approval to enter into multi-year contracts with the following staff:

   Stacy Espinoza, SSA Supervisor
   2-year contract: 9/6/20-9/5/22

   Ryan Braun, Community Relations Director
   2-year contract: 9/15/20-9/14/22
Mr. Jones moved approval of the request to enter into the multi-year contracts as presented. Dr. Magenheim seconded the motion and all were unanimously approved.

2. Announcements

Mr. Melnyk thanked the board members for all of their hard work and effort on the superintendent selection process.

Mr. Abes will check to see when meetings are supposed to resume in person. For now, we will continue our meetings on Zoom, especially while Hamilton County is in the red category for COVID-19 infections.

OACB convention is virtual and free for board members. Information will be sent out after the meeting.

INSERVICE

Jen Meadows reviewed the 2021 budget. A one-page budget comparison summary along with the talking points in a PowerPoint presentation are attached to the board packet. Both will be filed as part of the meeting record.

Dr. Magenheim made a motion to ratify the HCDDS 2021 budget as presented. Ms. Taylor seconded the motion and all members voted in favor and the motion carried.

Finding no further business, Mr. Melnyk asked for a motion to adjourn the meeting and Dr. Magenheim so moved and Ms. Taylor seconded. Mr. Melnyk declared the meeting adjourned at 6:02 p.m.

Respectfully,

[Signature]
Mr. Nestor Melnyk
President

[Signature]
Mr. Stephen J. Jones
Secretary